

PLAINVILLE HOUSING AUTHORITY

SPECIAL MEETING

March 17, 2022

SUNSET COMMUNITY ROOM

11:00 am

MINUTES

PRESENT: D.Mazurek, L. Bisson, E. Pires, D.Tino

ABSENT: None

STAFF: Linda DeZenzo, Executive Director, Jennifer Dahlstrom, Recording Secretary, John Marinelli, Maintenance Manager

I. ROLL CALL

All members were present. D. Mazurek Chaired the meeting.

II. MINUTES

A motion was made by: L. Bisson to approve the special meeting minutes from October 19, 2021.

Seconded by: D. Tino

All in Favor 4 to 0

Motion Passes, Minutes Accepted

III. ORAL PETITIONS

None, no one was present.

IV. FINANCIAL REPORT

Linda went over the January financial report with the board.

A motion was made to approve the Financial Report by: L. Bisson
Seconded by: D. Tino

All in Favor 4 to 0

Motion Passes, Report Accepted

V. EXECUTIVE DIRECTOR / MAINTENANCE REPORT

VACANCIES

C57, C66, C75, C77, S1, S18, S26, S27, W9, W21, W29, W30

RENT COLLECTIONS

- 95% COLLECTED

MAINTENANCE ISSUES

MEDINA SEWER AND DRAIN

Medina Sewer & Drain

- C74 snaked bathroom sink drains
- Centerview Building I snaked main line for entire building
- S2 snaked kitchen sink
- Woodmoor Building W snaked entire building
- S35 snaked shower drain
- Woodmoor cleaned manhole and snaked main line
- Centerview Building I snaked main line entire building
- C74 snaked shower drain
- W25 & W26 snaked kitchen sink drain
- Woodmoor Building Q snaked main sewer line
- Centerview Building H snaked main line through laundry room entire building
- W13 snaked kitchen drain line

Fontaine Mechanical

- S10, S32, C56, C63, W17 & W20 clean heat pumps
- W33 reset system
- S18 troubleshoot heat pump
- W35 replace leaking valve
- C56 no heat call checked ok

- **Impact Fire**
- W6 check strobe in apt
- S18 Troubleshoot Alarm System

The Field of Plumbing

- C61 & W45 installed kitchen faucets
- C69 install hot water heater

Masotti Electric

- C55 Troubleshoot Heat

Wright Way Construction

- Sunset removed fence
- W20 paint ceiling
- S32 repair concrete
- S11, S32 & S35 replace storm doors
- S1, C57 & C75 paint
- S19 repair inside cabinet
- W20 repair cabinet and replace counter top

Advanced Power Services

- Preventative Maintenance on the Generators

Bill the Plumber

- S25 & C78 replace kitchen faucets
- S4 & S23 replace strainer baskets
- C59 tighten trap
- C78 & C79 replace bathroom faucets
- C78 & W47 install new hot water heater
- W31 pulled up clogged toilet
- S18 fixed broken pipe
- W41 replace shower cartridge

John & Jayson

- C53 installed new kitchen light fixture
- C52, C56 & W46 installed new hot water heater
- S30 reinstalled living room screen
- W36 reset GFI
- W47 installed new large burner
- S35 & W48 installed new refrigerator
- C55 checked heat
- W5 snaked toilet
- W33 gave two suction grab bars for shower
- S34 installed cabinets back on wall, repaired shelves and installed an under cabinet light
- S16 installed new strainer basket, extension and "P" trap

- C71 installed three grab bars in the hallway
- S31, W5 & W32 installed new thermostat
- W32 installed new batteries in remote
- S35 installed new flapper
- C69 installed new shower cartridge valve
- W13 installed new fill valve and toilet seat
- W23 reinstalled heater switch
- C80 installed new supply line on toilet
- S22 cleaned heat pump and reset remote
- S22 installed new bathroom fan
- C51 & C61 repaired closet door track, installed new hardware and rehung door
- S20 install new screen
- W41 caulk around grab bar
- S19 installed two new shades
- C78 rehung toilet paper holder and installed blind on front door, install door pull on vanity
- C76 snaked kitchen sink and bath drain and main line for building H
- W3 installed new drip pans
- S32 installed new "P" trap, strainer basket and new cold water supply line
- S31 installed new handheld shower, hose and new shower head
- S19 heard noises of animals, installed mouse traps and caught mice. Because cold weather resident no longer has mice. Resident did not want exterminator in apt.
- C64 problem closing front door, removed striker plate, ground striker plate hole and reinstall striker plate
- S13 pick up shed that fell over from wind on sidewalk, and few items that were inside of the shed
- S6 gave resident some paint
- S3 snaked bath drain and main line for building A
- S29 installed new shade

- On Thurs. October 28, 2021 we passed out candy to our residents for Halloween.

- On Thurs, November 18, 2021 we passed out pies to our residents for Thanksgiving.

- On Thurs., December 16, 2021 we passed out Holiday cards, candy canes and a tin of butter cookies to our residents for the Holidays.

- On Thurs., February 10, 2022 we passed out candy and five face masks (N95) to each resident for Valentine's Day.

- We are completed with the Small Cities Grant for Centerview and Woodmoor.

- On Fri., January 14, 2022 we had a pipe burst in apt S18. I filled out a claim with the insurance company.
- On Fri., Jan 21, 2022 I mailed out letters to our applicants to purge our waiting list. I plan to open our waiting list sometime in June. We have about 55 applicants on our waiting lists at this time. The last time our waiting list was open was May of 2018.
- The Town of Plainville was awarded money from the American Rescue Plan Act (ARPA)
- They have Planning Committee that presented an idea where the money should be allocated.
- They chose the category of "Revenue Loss" they are still in the process of allocating the money, but they did include the PHA in the "Revenue Loss" for \$25,000.00. I do not know if this is going to be approved or not at this time.
- On Tues., February 1, 2022 I had a meet and greet with our new Chief of Police Christopher Vanghele and our Town Council Liaison Rosemary Morante. It was a pleasure to meet both of them.

A motion was made to approve the Executive Director and Maintenance Report. by: D. Tino

Seconded by: L. Bisson

All in Favor 4 to 0

Motion Passes, Report Accepted

VI. UNFINISHED BUSINESS

None

VII. NEW BUSINESS

A motion to go into Executive Session by: E. Pires

Seconded by: L. Bisson

All in Favor 4 to 0

Start: 11:40 am

Motion to come out of Executive Session by: E. Pires

Seconded by: D. Tino

All in Favor 4 to 0

End: 12:18 pm

A motion was made by: L. Bisson to approve Bear Landscaping as the landscaping contractor for the Housing Authority for 2022 in the amount of \$17,000.00

Seconded by: D.Tino

All in Favor 4 to 0

Motion Passes

Linda talked about the Resident Commissioner opening on the board. She explained the requirements. Linda prepared a letter that will be distributed to the residents. The interested residents will need to fill out an application at the Town Manager's Office. The Town Council will select the resident commissioner.

A motion was made by: L. Bisson to distribute the letter that Linda prepared to all the residents about the Resident Commissioner opening on the board.

Seconded by: D.Tino

All in Favor 4 to 0

Motion Passes

VIII. ADJOURNMENT

A motion was made by: D. Tino to adjourn the meeting at 12:20 pm.

Seconded by: L. Bisson

All in Favor 4 to 0

Motion Passes, meeting adjourned at 12:20 pm

Respectfully submitted,

Jennifer Dahlstrom

Recording Secretary