

**HOUSING AUTHORITY TOWN OF MONTVILLE  
MEETING OF DECEMBER 13, 2016  
INDEPENDENCE VILLAGE UNCASVILLE**

**MINUTES**

**1. CALL TO ORDER**

The Chairman called the meeting to order on December 13, 2016 at 5:05 PM in the community room at Independence Village.

**2. ROLL CALL**

Present were Commissioners Brower, Fecher, Macher, Sullivan and Roemmele. Carol Lathrop and the ED were also present.

**3. REMARKS FROM TENANTS:** None.

**4. REMARKS FROM THE PUBLIC ON AGENDA ITEMS:** None.

**5. APPROVAL OF MINUTES**

MOTION by Commissioner Roemmele, seconded by Commissioner Sullivan, to approve the minutes of November 22, 2016 as submitted. Voice vote. All in favor.  
MOTION CARRIED.

**6. APPROVAL OF THE PAYMENT OF BILLS**

The following bills were submitted for approval of payment:

**PAID IN NOVEMBER**

Atlantic Broadband	\$407.30	Telephone bills for October
McCarthy Oil	\$216.30	Refill fluids HVAC #56
Jay's Sewer Rooter	\$125.00	Shower in #22
Lavigne, Mark, Rogers, et al	\$354.00	Writing new application
A&R Appliances	\$129.99	#22 refrigerator repair
Cash	\$54.73	Petty cash replenishment
R. Spiess	\$206.03	Maintenance 11/14-11/18
AA Lock and Key	\$134.00	#44 broken deadbolt
Maintenance USA	\$82.05	New batteries for smoke alarms
Suburban Propane	\$30.00	Tank rental FV
Eversource	\$636.91	October bill
Treasurer, TN. of Mont.	\$1574.00	December health insurance
R. Spiess	\$131.23	Maintenance 11/21-11/25

Groton Utilities	\$425.00	Water testing
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**PAID IN DECEMBER**

IRS	\$769.11	Payroll taxes November
State of CT	\$108.00	Payroll taxes November
M. Cahoon	\$2234.00	Salary
Montville hardware	\$39.07	Light bulbs, aerators, flag
Sterling superior	\$358.08	Trash removal November
Beaver Electric	\$252.73	Radiator replacement #22
Eversource	\$648.47	November electric
Atlantic Broadband	\$2060.00	Cable and internet
R. Spiess	\$122.92	Maintenance 11/28-12/2
Electrical Wholesalers	\$455.50	Thermostats
Staples	\$73.52	Supplies for tenant game night
		FV
State of CT Comptroller	\$304.47	MERFund deposit November
T. Gray	\$270.12	Hall and community room
		cleaning and floor stripping
R. Spiess	\$172.79	Maintenance 12/5-12/9
O= \$6482.65		E= \$4014.20

MOTION by Commissioner Sullivan, seconded by Commissioner Brower, to approve the payment of the bills. Voice vote. All in favor. MOTION CARRIED.

**7. CORRESPONDENCE**

11/29/16	MHA to tenant 75	Letter informing tenant that their cable service was not interrupted, they had their TV set incorrectly.
12/6/16	State of CT to MHA	Notice that interest in the STIF account was being reinvested at \$132.81.
12/12/16	MHA to tenant 19	Notice that MHA cannot stop charging rent until the keys have been returned.

**8. REPORTS**

**A. ACCOUNT BALANCES:** Checking account balance is \$180,848.11. The STIF balance is \$366,749.62.

**B. QUARTERLY REPORT:** MOTION by Commissioner Macher, seconded by Commissioner Sullivan, to accept the third quarter quarterly report as submitted. Voice vote. All in favor. MOTION CARRIED.

**C. OCCUPANCY:** Currently 19 is empty but tenant still has keys.

**D. TENANT PROBLEMS:** There are numerous complaints about tenant 51 letting her cat out to roam the community. The cat is a nuisance and damaging the outside property of other tenants. Commissioner Macher suggested that since the tenant denies letting her cat out, which is direct violation of the pet agreement, ED should write her a letter informing her that the roaming cat will be captured and turned into the Humane Society. Commissioners Brower, Fecher, Roemmele and Sullivan agreed.

**9. OLD BUSINESS:** No old business.

**10. NEW BUSINESS:**

**A. WATER SERVICE CONTRACT**

The Chair introduced the following resolution:

BE IT HEREBY RESOLVED BY THE HOUSING AUTHORITY OF THE TOWN OF MONTVILLE THAT EFFECTIVELY IMMEDIATELY THE AUTHORITY WILL BEGIN USING THE SERVICE OF MILLENNIUM WATER, LLC TO OVERSEE THE WATER SYSTEMS OF INDEPENDENCE AND FREEDOM VILLAGES. THESE SERVICES INCLUDE WEEKLY SAMPLING, REPAIR, EMERGENCY SERVICES, ENSURE THE CONTINUING COMPLIANCE OF THE AUTHORITY WITH THE STATE OF CONNECTICUT REGULATIONS FOR THE WATER SYSTEMS AND ALL REPORTING REQUIRED. THE COST OF THESE SERVICES IS \$510 A MONTH FOR FREEDOM VILLAGE AND \$453 FOR INDEPENDENCE VILLAGE.

MOTION by Commissioner Sullivan, seconded by Commissioner Macher, to adopt the resolution as offered. Roll call vote. Voting AYE: Commissioner Brower, Commissioner Fecher, Commissioner Macher, Commissioner Roemmele, Commissioner Sullivan. The resolution is ADOPTED.

**B. CHANGING LOCKS AT BOTH VILLAGES:**

The ED is still waiting for some bids to come in for the cost of rekeying both villages. This business is tabled until the January 2017 meeting of the Authority.

**C. CHRISTMAS BONUSES**

ED mentioned in past years the Commissioners have given the two part time employees bonuses at year end. ED noted that in her limited time the employees have

been a great help in helping her learn the ropes and they are always willing to put in extra work when needed. Commissioner Fecher remarked that a raise from previous years might be in order and suggested \$150 for the part time maintenance person and \$100 for the part time cleaning person. MOTION by Commissioner Roemmele, seconded by Commissioner Macher, to award the bonuses as offered. Voice vote. All in favor. MOTION CARRIED.

**D. PROPOSAL BY LENARD ENGINEERING:**

Lenard Engineering submitted a proposal to being work on the planning of the second well for Freedom Village. The first stage will cost \$3,000.

MOTION by Commissioner Fecher, seconded by Commissioner Sullivan, to sign proposal and begin the planning stage for the well with Lenard Engineering. Voice vote. All in favor. MOTION CARRIED.

**11. REMARKS FROM THE PUBLIC (Time Limit- 3 minutes):** None.

**12. REMARKS FROM COMMISSIONERS:** None.

**13. ADJOURN**

MOTION by Commissioner Roemmele, seconded by Commissioner Sullivan, to adjourn at 6:10 PM. Voice vote. All in favor. MOTION CARRIED.

Respectfully Submitted,

Mary Cahoon  
Executive Director