

HOUSING AUTHORITY
TOWN OF MONTVILLE

MINUTES OF MEETING OF NOVEMBER 15, 2011

1. CALL TO ORDER

Its Chairman called the regular meeting of the Housing Authority to order on November 15, 2011 at 5:05 PM in the community room at Freedom Village.

2. ROLL CALL

Present were Commissioners Fecher, Thomes, and Waters. Commissioner Roemmele was absent with cause. The Executive Director was also present.

3. REMARKS FROM TENANTS: No remarks.

4. REMARKS FROM PUBLIC: No remarks.

5. APPROVAL OF MINUTES

MOTION by Commissioner Fecher, seconded by Commissioner Thomes to approve the minutes of October 18, 2011 as submitted. Voice vote. All in favor. MOTION CARRIED.

6. APPROVAL OF PAYMENT OF BILLS

The following bills were submitted for approval of payment:

PAID IN OCTOBER

R. Spiess	180.00	Maintenance 10/17-10/21
C L & P	23.04	Final bill #75
T. Gray	307.50	Clean community centers, IV & FV
Norwich Plumbing	135.99	HW Htr. thermostats #80

PAID IN NOVEMBER

Payroll	3400.00	4 weeks
A T & T	497.74	November bills
Metrocast	1760.00	November bill
CT Comptroller, MERF	469.56	HA - \$393.04; employee - \$76.52
Town of Montville	1484.53	November health insurance
C L & P	1107.51	October bills
R. Spiess	288.00	Maintenance 10/24-10/28; replace hw htr room wall, FV replace lite fixture #69
Montville Hardware	105.86	Misc. repair items
C. Lathrop (Reimburse)	25.50	Paper towel purchase
A A Lock & Key	152.00	Repair lock on utility room bldg 10 FV
Beaver Electric	260.65	Replace battery pack, emergency light in mail lobby, FV Replace photo cell, building 7, FV
Norwich Plumbing	399.61	Install new lav drain, men's room FV, remove & replace hot water heater in cc to replace wall
Lathrop Brothers	291.12	Replace damaged siding, storm Irene; FV ws power outage Storm Alfred; install IV sign; replace FV hw htr room wall, repair IV laundry room door jamb
Carol Lathrop	96.70	Reimburse for 42 9-volt batteries for FV manual smoke detectors

6. APPROVAL OF PAYMENT OF BILLS continued

R. Spiess	189.00	Maintenance 10/31-11/4
Sterling Superior	341.00	October service
Home Depot	13.96	Paint for IV sign posts
A A Lock & Key	312.00	Replace lever and lock on door #16
IRS	1277.81	Electronic transfer October taxes, HA - 401.36; Emp. 876.45
R. Spiess	189.00	Maintenance 11/7-11/10; k. faucet #36; work with Access
G M Construction	1100.00	Mow, trim, and rake IV & FV; final lawn reclamation step
John Deere Landscapes	542.34	Fertilizer for lawn reclamation
Irving Small	1000.00	Advance payment roof job, FV building 3
Mr. Appliance	<u>158.60</u>	Replaced defrost terminator
	16,109.02	

O & M - \$11,692.38; RMR - \$3,463.67; Employees - \$952.97

MOTION by Commissioner Thomes, seconded by Commissioner Fecher to approve payment of bills as submitted. Voice vote. All in favor. MOTION CARRIED.

7. CORRESPONDENCE

- 09/26/11 From CT DECD, Executed copy of the Elderly RAP Program budget for FY 11-12
- 10/19/11 From HA to CHFA, proposed 2012 Management Plan
- 10/19/11 From HA to B & WA Paving & Landscaping, notice that the Board of Commissioners has authorized to proceed with snow park and parking area using asphalt due to the lateness of the season
- 10/21/11 From HA to CT Dept. of Health Services, a letter enclosing the Certificate of Compliance for the Consumer Notification of Lead TAP Water Monitoring for FV and enclosing the notification letter that went to the tenant at the sampling site.
- 10/31/11 From Citizens Bank, Notice of October interest of \$0.80 and confirmation of balance of \$18,891.11
- 10/31/11 From STIF, notice of October interest of \$84.87 and confirmation of balance of \$363,051.99
- 10/31/11 From HA to Irving Small, a letter accepting his proposal for roof work at FV and requesting start date and insurance certificate
- 10/31/11 From HA to P & H Construction, a letter thanking for roof work proposal and informing that Irving Small was the low bidder
- 10/31/11 From HA to CHFA, the Tenant Demographic Reports as of 9/30/11 (Faxed)
- 11/02/11 From Montville Building Dept., permit for roof work at FV
- 11/09/11 From CT DAS, regarding the Master Insurance Program, a request for information for renewal of the Fidelity Bond
- 11/14/11 From HA to CT DAS, submittal of the information for renewal of the Fidelity Bond

8. REPORTS

A. ACCOUNT BALANCES: ED reported the checking account balance is \$72,104.11. STIF account balance is \$363,051.99 and Citizens Bank Money Market account balance is \$18,891.11, bringing total cash reserve to \$381,943.10.

B. OCCUPANCY: ED reported that apartment 14, a double unit is still vacant. There has been two inquiries about the apartment but nothing definite as yet. She would like to wait one more month before renting it to a single person.

C. TENANT PROBLEMS: The problem with the tenant in 51 having someone living with her has resurfaced. She was told today that he is not to be there again under any circumstances since she is abusing the privilege of allowing him to visit occasionally.

8. REPORTS continued

D. ACCESS (WRAP) PROGRESS: ED reported the Access Director and five contractors visited the sites last Thursday. CL & P has not had a walk-through as yet. The Access Director has stated that all new interior and exterior lighting will be installed and the heat/cooling pipes will be installed. We are not sure about refrigerators and exhaust fans as yet. It is expected that work will start about the first of December.

9. OLD BUSINESS: No old business.

10. NEW BUSINESS

A. AWARD BID FOR FV ROOF WORK

ED reported that she had sent invitations to bid to Nye Roofing, Irving Small, and P & H Construction. P & H Construction had bid \$6,600. for the job and Irving Small had bid \$2,865.50. MOTION by Commissioner Fecher, seconded by Commissioner Thomes to award the roofing bid to Irving Small. Voice vote. All in favor. MOTION CARRIED.

B. AUTHORIZE 35K GENERATOR PURCHASE FOR FV

ED stated that two storms this year had left Freedom Village without power, one for a prolonged period, and given the fact that the generator that is there but not working is over 40 years old, she suggests that we purchase a new one that will run almost everything in the community center, not including washers and dryers. She believes that a 35K will be able to supply the necessary power for making the center a shelter in case of any prolonged outages. The Commissioners suggested we request prices for either a Generac, Honda, or Toro motor. MOTION by Commissioner Thomes, seconded by Commissioner Fecher to authorize ED to purchase a 35K generator for Freedom Village at the best price quoted. Voice vote. All in favor. MOTION CARRIED.

ED requested the Commissioners to add the following item to the agenda: To authorize ED to hire someone to fix the ceiling in #51, which damage may be the result of a roof leak from a long time ago. So moved by Commissioner Thomes, seconded by Commissioner Fecher. Voice vote. All in favor. MOTION CARRIED.

C. AUTHORIZE ED TO HIRE SOMEONE TO FIX THE CEILING IN APARTMENT 51

MOTION by Commissioner Thomes, seconded by Commissioner Fecher to authorize ED to hire someone to fix the ceiling in apartment 51. Voice vote. All in favor. MOTION CARRIED.

11. REMARKS FROM PUBLIC: No remarks.

12: REMARKS FROM COMMISSIONERS: No remarks.

13. ADJOURN

MOTION by Commissioner Fecher, seconded by Commissioner Thomes to adjourn at 5:40 PM. Voice vote. All in favor. MOTION CARRIED.

Respectfully submitted,

Carol J. Lathrop, Executive Director

