

HOUSING AUTHORITY
TOWN OF MONTVILLE

MINUTES OF MEETING OF NOVEMBER 20, 2012

1. CALL TO ORDER

Its Chairman called the regular meeting of the Housing Authority to order at 5:00 PM on November 20, 2012 in the community room at Freedom Village.

2. ROLL CALL

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

3. REMARKS FROM TENANTS: There were no remarks.

4. REMARKS FROM PUBLIC: There were no remarks.

5. APPROVAL OF MINUTES

MOTION by Commissioner Fecher, seconded by Commissioner Sullivan to approve the minutes of October 16, 2012 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

C L & P	22.58	Final bill #45
R. Spiess	414.00	Maintenance 10/15-10/19; shower head & wc seat #45
Norwich Plumbing	126.00	Service FV ws filters
A T & T	625.94	November bills
C L & P)	1060.48	October bills
R. Spiess	468.00	Maintenance 10/22-10/26
UBS	34.98	IV Generator shed material
Norwich Plumbing	63.00	Replace hanger on FV ws piping
Suburban Propane	250.00	Re-connect gas to new FV generator

PAID IN NOVEMBER

Payroll	3568.00	4 weeks
Metrocast	1860.00	November bill
CT Comptroller, MERF	626.18	HA - \$525.83; employee - \$100.35
Town of Montville	1484.53	November health insurance
R. Spiess	261.00	Maintenance 10/29-11/2
Montville Hardware	95.76	WC parts, new
Home Depot	269.99	2 toilets,
Sterling Superior	341.00	October service
Rheume Heating	1553.58	Diesel fuel for generator- IV
Safeguard Business Systems	137.52	Rent journals and tenant ledgers
Renaldi's Gas Station	51.00	Gas for mower & trimmer
IRS, Federal Tax Deposit	1608.52	HA - \$492.08; employees - \$1116.44
Suburban Propane	253.59	Propane gas
Conn NAHRO	100.00	2013 dues
Norwich Plumbing & Heating	449.32	HW Htr #70; service FV WS filters
Robert Spiess	153.00	Maintenance 11/12-11/16

6. APPROVAL OF PAYMENT OF BILLS continued

Beaver Electric	9723.46	IV & FV generators; replace st. lite ballasts & bulbs; connect Montville Fire Co. generator to IV water system
Integrated Security Solutions	<u>127.50</u>	Repair FV Fire Alarm communicator
	\$25,728.93	

O & M - \$12,020.90; RMR - \$10,160.57; Extraordinary expense (storms) - \$2,330.67; Employees - \$1216.79
MOTION by Commissioner Sullivan, seconded by Commissioner Fecher to approve payment of bills as submitted.
Voice vote. All in favor. MOTION CARRIED.

7. CORRESPONDENCE

- 10/22/12 Notice from CHFA regarding a planned Capital Needs Assessment by a licensed professional for all State-sponsored Housing Portfolio at no cost to HA
- 10/24/12 From HA to CHFA, the quarterly report for period ending 9/30/12 and explanation of 10% over & under MP
- 10/24/12 From HA to Detroit Diesel, credit application and agreement to purchase
- 10/26/12 From HA to B & W Paving, agreement to extra on parking lot construction
- 10/31/12 From STIF, notice of October interest of \$57.22 and confirmation of balance of \$363,624.53
- 10/31/12 From Citizens Band, notice of October interest of \$0.80 and confirmation of balance of \$18,900.55
- 11/13/12 From CHFA, approved 2013 Management Plan
- 11/14/12 From HA to ConnNAHRO, renewal of 2013 membership

8. REPORTS

A. ACCOUNT BALANCES: Checking account balance is \$97,724.43. STIF account balance is \$363,624.53 and Citizens Money Market account balance is \$18,900.55, bringing the total cash reserve to \$382,525.08.

B. OCCUPANCY: Occupancy is 100%.

C. TENANT PROBLEMS: ED reported that the tenant in #28 has been committed to the hospital three times in the past three months. Twice, because he was threatening suicide and this past Friday because he was having trouble breathing. The Visiting Nurse has advised Laurence & Memorial Hospital that he cannot take proper care of himself and should be sent to a nursing home.

D. ACCESS (WRAP) PROGRESS: There is nothing to report at this time.

E. IV GENERATOR: ED reported that there was a question by the Building Official regarding the Electric Company's Service Enclosure which was referred to CT LT & Power by the CT Building Official. The CL&P tech approved the panel which approval now allows us to install the automatic transfer switch. All the other work has been done so the generator should be operational very shortly.

F. FV GENERATOR: ED reported that the generator at FV is fully operational and was used during the power outage for approximately 30 hours after the storm Sandy. Commissioner Sullivan questioned the adequacy of the scheduled exercise time of twelve minutes. ED will check on the manufacturer's recommendation.

G. PARKING SPACE ADDITIONS: ED reported there had to be two change orders, one to increase the width of the parallel parking area by three feet for a cost of \$1500. and the other to purchase and install concrete covers over two underground utility vaults. The price for that is about \$500.00. Construction should be complete November 21.

H. NORWICH PLUMBING: ED reported that Wayne Quay from Norwich Plumbing is closing shop at the end of the year due to his relocation out of state. ED is trying to find a plumber who will be as accessible, reliable, and competent as the one we have now, which is a very tall order. Hopefully, someone will be in place before Wayne leaves so he can show the new person the ropes.

9. OLD BUSINESS

No old business

10. NEW BUSINESS

No new business.

11. REMARKS FROM PUBLIC

No remarks.

12. REMARKS FROM COMMISSIONERS

No remarks.

13. ADJOURN

MOTION by Commissioner Sullivan, seconded by Commissioner Fecher to adjourn at 5:30 PM. Voice vote. All in favor. MOTION CARRIED.

Respectfully submitted,

Carol J. Lathrop, Executive Director