

HOUSING AUTHORITY  
TOWN OF MONTVILLE

MINUTES OF MEETING OF JULY 21, 2015

1. CALL TO ORDER

Its Chairman called the regular meeting of the Housing Authority to order at 5:37 PM on July 21, 2015 in the community room at Freedom Village.

2. ROLL CALL

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

3. REMARKS FROM TENANTS: None present.

4. REMARKS FROM PUBLIC RELATING TO MATTERS ON THE AGENDA: No remarks.

5. APPROVAL OF MINUTES

MOTION by Commissioner Sullivan, seconded by Commissioner Roemmele to approve the minutes of July 21, 2015 as submitted. Voice vote. All in favor. MOTION CARRIED.

6. APPROVAL OF PAYMENT OF BILLS

The following bills were presented for approval of payment:

PAID IN JUNE

R. Spiess	225.00	Maintenance 6/15-6/19
Integrated Security Solutions	720.00	Fire alarm monitoring IV & FV
Lathrop Brothers	1209.00	April through June, specialized carpentry work; FV mechanical room entry, water system - IV
Concrete Express	296.40	Concrete for new mechanical room entry FV
U.S. Post Office	102.40	Postage stamps
R. Spiess	189.00	Maintenance 6/22-6/26

PAID IN JULY

Payroll	4965.00	5 weeks
Frontier	330.10	June bills
Metrocast	2060.00	July bill
CT Comptroller, MERF	565.21	HA - \$475.85; Employee - \$89.36
Town of Montville	1484.53	July health insurance
Eversource	1146.14	June bills
Renaldi's Getty	37.94	Gas for mower & weed whacker
The Granite Group	305.33	Calcite & Corosex - FV ws filters
Shipman's Fire Equipment	59.95	Annual fire extinguisher inspection
Groton Utilities	80.00	Monthly IV coliform sampling
All-Time Mfg.	30.00	Repair storm door window and 2 screens
G M Construction	2100.00	Work on FV mechanical room entry; mow, rake & trim IV & FV
McCarthy Heating Oil	497.90	Install new fittings on HVAC #56
R. Spiess	225.00	Maintenance 6/28-7/3
Montville Hardware	204.12	10 heavy duty extension cords for use in IV & FV temp. shelter (community rms); mower oil; cleaning supplies; misc
Sterling Superior	341.00	June Service
UBS	10.20	Balance due on FV window operators
Home Depot	491.41	FV mechanical room entry material; shades, LED fixtures

6. APPROVAL OF PAYMENT OF BILLS continued

Waltham Services	242.00	July service
Aqua Pump	2763.50	Increase well piping depth, IV
R. Spiess	387.00	Maintenance 7/6-7/10; install FV wifi antenna
GM Construction	700.00	Mow, rake, trim IV & FV
McCarthy Oil	125.00	Fix HVAC motor wire #21
CT Revenue Svces	210.00	June withholding
CT Dept. of Labor	136.77	2nd quarter assessment
IRS	1474.48	HA - \$394.71; employees - \$1079.77
ST of CT, DECD	7.00	Refund unused RAP subsidy 14-15 FY
	\$23,721.38	

O & M - \$15,908.13; RMR - \$6,427.12; Employees - \$1,379.13; Refund unused 14-15 RAP subsidy - \$7.00  
MOTION by Commissioner Roemmele, seconded by Commissioner Sullivan to approve payment of bills as submitted. Voice vote. All in favor. MOTION CARRIED.

7. CORRESPONDENCE

- 05/28/15 From Groton Utilities, notice of satisfactory result from monthly IV coliform sampling
- 06/24/15 From Town of Montville, notice that beginning July 1, monthly Blue Cross premium will be lowered to \$1,482.66, a \$1.87 reduction
- 06/30/15 From STIF, notice of June interest of \$43.47 and confirmation of balance of \$365,014.09
- 07/02/15 From Garvey, Steele, & Co., E-mail to CHFA, stating 2013-14 audit will be completed by 7/31/15
- 07/06/15 From ED to Montville Public Works Director, notice that a portion of the road has been washed out at Freedom Village
- 07/07/20 From CT Dept. of Public Health, a letter regarding the inspection of Hydropneumatic Storage Tanks and the dangers associated with failure of same
- 07/10/15 From CT DECD, a letter enclosing the approved and executed ERAP subsidy for 15-16 FY
- 07/15/15 From CT DAS, a letter stating there will be no commission charge for the Master Insurance program for 15-16 FY and enclosing the participation agreement for execution
- 07/15/15 From HA to CT DAS, the executed DAS Master Insurance Program Agreement
- 07/16/15 From Peoples United Insurance Agency, a letter stating that the Workers Comp. 5/1/13-4/30/15 Audit has resulted in a premium refund of \$2,056.00 and the Maintenance portion of the current policy will be reduced to \$3,000.

8. REPORTS

A. ACCOUNT BALANCES: Checking account balance is \$89,288.22 at Dime Bank. Citizens checking account should have zero balance and be closed. STIF account balance is \$365,014.09.

B. OCCUPANCY: Wheelchair accessible units 29 and 64 are still vacant.

C. TENANT PROBLEMS: None at present.

D. EMERGENCY POLICY: Policy is complete. A few details are yet to be clarified which will be resolved as soon as the Assistant Fire Marshal returns from vacation.

E. IV WATER SYSTEM: There has been no repeat of the well water problem and the water use restriction and laundry scheduling has been removed.

F. AUDITS: ED reported that the Workers Compensation Insurance for the 5/1/14-4/30/15 period has been completed. There were no problems. The Authority's activity and books have been audited for 2013 and 2014 with no findings.

8. REPORTS continued

G. FV WIFI ACCESS: ED reported that most of Freedom Village has free access to the internet now. She is ordering another roof antenna that should furnish the left side of Veterans Court and the far right side of Legion Court. The tenants who have benefitted are deeply appreciative of the Authority's efforts.

H. QUARTERLY REPORT: The Commissioners reviewed the report for the period ending 6/30/15 and noted the operating loss was \$27,161.48, mainly due to excessive snow removal cost. The FEMA grant should reduce that loss and the fact that electricity cost is going to be reduced by the new rate that was effective July 1 should also help.

I. ANNUAL REPORT TO COMMISSIONERS: ED presented her annual report to the Commissioners for the Montville fiscal year period of 7/1/14 through 6/30/15.

9. OLD BUSINESS

No old business.

10. NEW BUSINESS

No new business.

11. REMARKS FROM PUBLIC

No remarks.

12. REMARKS FROM COMMISSIONERS

Commissioner Roemmele stated that all the Commissioners wish Commissioner Thomes a speedy recovery.

13. ADJOURN

MOTION by Commissioner Sullivan, seconded by Commissioner Roemmele to adjourn at 6:16 PM. Voice vote. All in favor. MOTION CARRIED.

Respectfully submitted,

Carol J. Lathrop, Executive Director