

HOUSING AUTHORITY  
TOWN OF MONTVILLE  
MINUTES OF MEETING OF OCTOBER 17, 2016

1. CALL TO ORDER

It's Chairman called the meeting of the Housing Authority to order at 5:04 PM on October 17, 2016 at the community room at Freedom Village.

2. ROLL CALL

Present were Commissioners Brower, Fecher, Macher, Sullivan, and Rommele. The ED was also present.

3. REMARKS FROM TENANTS: No remarks.

4. REMARKS FROM PUBLIC ON AGENDA ITEMS: No remarks.

5. APPROVAL OF MINUTES

MOTION by Commissioner Sullivan, seconded by Commissioner Macher, to approve the minutes of September 20, 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 SEPTEMBER

State Treasurer for MERFund	130.00	Annual fees
State Treasurer for MERFund	102.00	Annual fees
UBS	387.20	Closet doors for #29
Ron and Sons Lawn Care	900.00	September lawn cutting for FV and IV
Robert Spiess	164.48	Maintenance 9/19-9/23; Replaced closet doors in #29
Town of Montville	1574.12	Health insurance Sept.

PAID IN OCTOBER

Mary Cahoon	2792.50	Wages
State of CT Comptroller	296.32	MERF cont. Sept.
Home Depot	872.36	LED lights, door kits, extra wood

Groton Utilities	2740.00	Water testing and treatment FV
Keith's Appliances	539.00	New fridge #51
Eversource	926.36	September electric bills
Beaver Electric	776.70	Repairing heat issue in #18
Montville Hardware	145.20	Keys, flag (FV), light bulbs, pipes, tools, drawer kits
Town of Montville	1574.12	October health insurance
Robert Spiess	239.29	Maintenance 9/26-9/30; closet doors for #29
Waltham Services	250.00	October services
Sterling Superior	358.08	Trash removal October
ISS	53.50	4 spare pole relays
Waltham Services	319.05	Bedbug removal #41
Robert Spiess	215.35	Maintenance 10/3-10/7; New toilet #16, New drip pans #15, New window crank and lever #40
AA Lock and Key	171.00	Replacement keys #75
DJ McCarthy	919.36	Water system repair and hot water tank installation FV
Staples	106.03	New telephones, ink refill, wet floor signs
Atlantic Broadband	2060.00	Internet and TV October
Theodore Gray Sr.	477.92	Clean and repaint #68
ISS	180.00	Wire repair #33
Beaver Electric	2193.01	Street light repair
Atlantic Broadband	409.43	September phone bills
Stewart & Stephenson Power	525.00	IV generator Tune up
R. Spiess	297.00	Maintenance 10/7-10/14;

T. Gray 403.00 Preparing #78 for re rent

\$23,043.88

O&M- \$12,834.02 RMR- \$1943.76 Employees- \$8,266.10

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

7. CORRESPONDENCE

10/3/16 From MHA to tenant #8 in regards to unpaid rent balance  
10/3/16 From CHFA to MHA stating August visit found the units to be in sanitary condition and good repair  
10/4/16 From MHA to tenants in #60 regarding excessive noise  
10/4/16 From HAI insurance to MHA, closing lightning claim for IV and enclosing a check for \$6549.51  
10/9/16 From MHA to tenant #46 about cleaning the unit  
10/11/16 From CT STIF, notice of payment of September interest of \$141.89 bringing the current balance to \$366,488.65.

## 8. REPORTS

- A. ACCOUNT BALANCES: Checking account balance is \$149,459.46. The STIF balance is \$366,488.65.
- B. OCCUPANCY: Currently #68 and #78 are vacant at Freedom Village. A tenant is signing for 68 later this week and the ED is meeting with a prospective tenant for 78 this week.
- C. TENANT PROBLEMS: Currently the only issue is the internet coverage at Independence Village. We are working to try to solve the issues and get reliable internet connections to the tenants.

9. OLD BUSINESS No old business.

## 10. NEW BUSINESS

### A. APPROVAL OF GENERATOR SERVICE AGREEMENT

Chair introduced the following RESOLUTION:

WHEREAS, the proper functioning of the generator is of great importance to the wellbeing of the tenants; and

WHEREAS, Stewart and Stevenson Power Products, LLC are the installers of the generator; and

WHEREAS it is in the best interest of the Authority to engage in a contract with a provider with a proven performance record of satisfactory maintenance;

THEREFORE, the Housing Authority of the Town of Montville hereby resolves to waive bidding for the generator maintenance contract.

MOTION by Commissioner Sullivan, seconded by Commissioner Roemmele, to adopt the RESOLUTION as introduced. ROLL CALL VOTE: Voting aye: Commissioners Brower, Fecher, Macher, Rommele and Sullian. The RESOLUTION is adopted.

### B. ANTENNA INSTALLATION AT INDEPENDENCE VILLAGE:

Antennas installed on the rooftops of Independence Village, as they were in Freedom Village, may help solve the internet issues the tenants have been having.

MOTION by Commissioner Roemmele, seconded by Commissioner Sullivan, to install the antennas and have the funds come from the APTS account for tenant use. Voice vote. All in favor. MOTION CARRIED.

C. APPROVAL OF 2017 BUDGET:

MOTION by Commissioner Roemmele, seconded by Commissioner Brower, to accept the 2017 budget as submitted. Voice vote. All in favor. MOTION CARRIED.

D. OPENING OF A NEW LINE OF CREDIT

ED had discussed the need for the Authority to have a credit card that can be used at any business after running into issues with companies needing to be paid up front for emergency work rather than billing.

MOTION by Commissioner Sullivan, seconded by Commissioner Roemmele, that the ED shall open a new card that can be used in such circumstances. Voice vote. All in favor. MOTION CARRIED.

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

12. REMARKS FROM THE COMMISSIONERS: None presently.

13. ADJOURN

MOTION by Commissioner Fecher, seconded by Commissioner Brower, to adjourn at 6:20 PM. Voice vote. All in favor. MOTION CARRIED.

Respectfully Submitted,

Mary Cahoon  
Executive Director