

**HOUSING AUTHORITY TOWN OF MONTVILLE
MEETING OF NOVEMBER 15, 2016**

MEETING MINUTES

1. CALL TO ORDER

Commissioner Roemmele called the meeting of the Housing Authority to order at 5:11 PM on November 15, 2016 in the community room at Freedom Village.

2. ROLL CALL

Present were Commissioners Brower, Macher and Roemmele. Also present was the ED, Carol Lathrop, Frank Lathrop and James Majewski. Commissioners Sullivan and Fecher were absent with cause.

3. REMARKS FROM TENANTS: No remarks.

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

5. APPROVAL OF MINTUES

MOTION by Commissioner Brower, seconded by Commissioner Macher, to approve the minutes of October 17, 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 OCTOBER

ISS	\$180.00	Repair damaged wire in #33
Beaver Electric	\$2193.01	Repair of street lights in lightning strike
Atlantic Broadband	\$409.43	October phone bills
Stewart & Stevenson	\$525.00	Generator tune up- IV
R. Spiess	\$264.22	Maintenance 10/10-10/14; Changing the light fixtures in community center at FV
Ron & Sons Lawncare	\$650.00	Lawn and shrub maintenance IV
McCarthy Oil	\$150.00	Repair #64 HVAC
T. Gray	\$678.77	Clean and repaint #78
Granite Group	\$40.98	Connectors for the sinks
R. Spiess	\$131.23	Maintenance 10/17-10/21; Molding and cabinet door #42, light #63, bathroom faucet #74

R. Spiess	\$33.25	Rectify paying R. Spiess \$15/hr instead of \$18/hr for the week of 10/17-10/21
Jay's Sewer Rooter	\$250.00	Flush out sink in #33 and sink and shower in #30
Piela Electric	\$714.75	Repair well pump at FV
ISS	\$285.00	New call to aid #38,40; New horn and strobe #75, 76
UBS	\$195.20	Replacement closet doors
AA Lock & Key	\$158.50	Repair broken locks #78
Eversource	\$1010.11	October electric bills
Montville Hardware	\$65.68	Keys, shower heads, adaptors, building number, cover plates, floor scrubbing pads
R. Spiess	\$239.28	Maintenance 10/24-10/28; Replaced fill valves in #60 and community center, bathroom faucet #9
M. Cahoon	\$14.94	Reimbursement for parts ordered online
IRS	\$1107.81	Payroll taxes
St. of CT.	\$135.00	Payroll taxes
<u>PAID IN NOVEMBER</u>		
M. Cahoon	\$2234.00	Salary for November
Dime Bank	\$1.66	Account analysis charge
Lathrop Brothers	\$1008.00	Changed community center lights, well issues
Staples	\$155.53	Office supplies, printed envelopes
ISS	\$165.00	Installed call to aid and horn parts
Sterling Superior	\$358.08	November garbage removal
Atlantic Broadband	\$2060.00	November internet and cable
Town of Montville	\$1574.12	Health insurance
Home Depot	\$178.60	New toilet, plumbing lines, door kits
Beaver Electric	\$424.65	2 spare induction kits for light poles, repair work at well FV
ST. of CT. Comptroller	\$380.58	MERF contributions
R. Spiess	\$131.23	Maintenance 10/31-11/4; Bathroom lights #43, Kitchen faucet #77, shower #33
M. Cahoon	\$590.32	Items ordered online to repair internet issues for tenants at IV
Eversource	\$22.85	Final payment #78

R. Spiess	\$164.48	Maintenance 11/7-11/11; Replaced storm door 51, kitchen light 40
Maintenance USA	\$196.37	Toilet parts
All time manufacturing	\$10.00	Pin replacement on sash storm door
Suburban Propane	\$271.70	Propane delivery FV
Ron & Sons Lawn	\$450.00	FV cut and trim

7. CORRESPONDENCE

- 10/24/16 MHA to tenant #51 regarding the near constant outside roaming of her cat
- 10/26/16 C. Lathrop to tenants at FV regarding increasing the vigilance about leaking water and the well system
- 11/8/16 State Treasurer to MHA, regarding interest in the amount of \$128.16 being reinvested into the STIF account

8. REPORTS

A. ACCOUNT BALANCES: Checking account balance is \$165,934.47. The STIF balance is \$366,616.81.

B. OCCUPANCY: All units are occupied.

C. TENANT PROBLEMS: None Currently.

9. OLD BUSINESS: No old business.

10. NEW BUSINESS:

A. NEW WELL FREEDOM VILLAGE

Carol Lathrop announced her immediate retirement as the water operator for Freedom and Independence villages. The water services are to be taken over by La Framboise Water Service Inc. Also, to be in compliance with state law, Freedom Village will need to have a second well drilled on site. La Framboise has given an initial estimate of \$15,000-\$20,000. MOTION by Commissioner Roemmele, seconded by Commissioner Macher, to have La Framboise immediately take over the water services for both villages. Voice vote. All in favor. MOTION CARRIED.

MOTION by Commissioner Macher, seconded by Commissioner Brower, to have La Framboise begin the procedures to drill the second well at Freedom Village. Voice vote. All in favor. MOTION CARRIED.

B. ONE CALL SYSTEM

ED introduced the idea of having a one call system, where announcements are made immediately to a list of numbers, to keep the tenants and commissioners up to date on

important announcements for the communities. There were several types of plans but ED suggested one in which calls are paid for only when used to keep costs down. MOTION by Commissioner Brower, seconded by Commissioner Macher, to accept the pay as you go plan for the one call system. 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 Brower, seconded by Commissioner Macher, to adjourn the meeting at 5:50 PM. Voice vote. All in favor. MOTION CARRIED.

Respectfully submitted,

Mary Cahoon
Executive Director