

HOUSING AUTHORITY
TOWN OF MONTVILLE

MINUTES OF MEETING OF APRIL 17, 2012

1. CALL TO ORDER

Its Chairman called the regular meeting of the Housing Authority to order at 5:08 PM on April 18, 2012 in the Community Room at Freedom Village.

2. ROLL CALL

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

3. REMARKS FROM TENANTS: No remarks.

4. REMARKS FROM PUBLIC: No remarks.

5. APPROVAL OF MINUTES

MOTION by Commissioner Thomes, seconded by Commissioner Fecher to approve the minutes of March 20, 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 MARCH

Robert Spiess	252.00	Maintenance 3/19-3/23; WRAP, Order & receive refrigerators
Groton Utilities	230.00	Quarterly water tests and annual nitrate-nitrite, IV & FV
Sherwin Williams	230.63	Paint

PAID IN APRIL

Payroll	3400.00	4 weeks
A T & T	558.82	April bills
Metrocast	1760.00	April bill
CT Comptroller, MERF	469.56	HA - \$393.04; employee - \$76.52
Town of Montville	1484.53	April health insurance
Adm. Unemployment Comp	292.69	1st Quarter assessment
Commissioner, Rev. Svces	445.00	1st quarter withholding
C L & P	1449.28	March bills
B & W Paving	1080.00	Storm of 2/24/12
Sterling Superior	341.00	March service
Home Depot	200.79	2 light fixtures, supplies to prepare apts for re-rent
Lathrop Brothers	261.00	Hot water htr call-out 2:00AM, WRAP, maintenance 3/26-30
Federal tax deposit	1156.68	HA - \$331.68, employees - \$825.00
Tenants #'s 1,5,11,16,18,20,24,28	180.00	Rear light operation 2nd quarter
Montville Hardware	6.00	Keys
A A Lock & Key	200.50	New locks on #7 doors and windows
Waltham Services	210.00	April service
GM Construction	825.00	Cut trees, clear brush, mow FV
Norwich Plumbing & Heating	157.50	Service FV water system filters
Bozrah Hardware	56.36	Weed whacker spool, engine oil, mower service parts
T. Gray	<u>862.50</u>	Prepare #'s 7 & 15 for re-rent

16,109.84

O & M - \$13,007.90; RMR - \$1755.42; Employees - \$1,755.42

6. APPROVAL OF PAYMENT OF BILLS continued

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

7. CORRESPONDENCE

- 2/22/12 From Groton Utilities, notice of satisfactory quarterly water test results and nitrate-nitrite testing results
- 2/28/12 From Montville Building Inspector, notice of non-approval of electrical installation on heat pumps (Follow-up telecon, State Building Inspector would not grant modification on electrical installation)
- 3/21/12 From HA to A+ Landscaping & Lawncare, LLC, a letter thanking for interest in providing lawn care, but explaining that at this time we are satisfied with the current provider
- 3/21/12 From ConnNAHRO, E-mail regarding proposed legislation "Concerning Certificates of Relief from Barriers Resulting from Conviction of a Crime:", appearing to grant the Superior Court and Board of Pardons and Paroles the power to insert convicted criminals into public housing regardless of prior convictions
- 3/22/12 From HA to Area Legislators, an E-mail requesting they object to the passage of above proposed legislation
- 3/22/23 From Rep. Tom Reynolds, an E-mail pledging his objections to the proposed legislation
- 3/23/12 From ConnNAHRO, copy of testimony regarding proposed legislation to the Legislature's Judiciary Committee
- 3/31/12 From STIF, notice of March interest of \$36.52 and confirmation of balance of \$363,272.60
- 3/31/12 From Citizens Bank, notice of March interest of \$0.80 and confirmation of balance of \$18,895.04
- 4/05/12 From ConnNAHRO, notice that the Judiciary Committee amended the proposed legislation regarding placement of criminals to give public housing authorities the right of consideration of a Certificate of Relief from Barriers

8. REPORTS

A. ACCOUNT BALANCES: Checking account balance is \$90,877.41. STIF account balance is \$363,272.60 and Citizens Money Market account balance is \$18,895.04, bringing total cash reserve to \$382,167.64.

B. OCCUPANCY: Apartments 7, 14, and 15 have been rented. Apt. 71 has been shown but not rented at this time, however, there are plenty of applicants.

C. TENANT PROBLEMS: Nothing serious at this time./

D. ACCESS (WRAP) PROGRESS: ED reported that the Montville Building Inspector would not approve the electrical installation of the heat pumps because the wrong type of wire was used in the conduits. The contractor applied to the CT Building Inspector for a modification which was not granted. ED has requested Access Director Roberts to find out when this wire replacement work will be done. ED also reported that the Access Inspectors had an issue with the caulking of the wiring enclosures on the FV brickface buildings. ED still has not had any word about the rest to the work that was to be done; i.e., refrigerators, light fixtures, and IV windows.

E. IV GENERATOR: ED reported that it looks as though it will be early May when the generator is moved from Mohegan Fire Co. to the IV site pad.

F. COMMISSIONERS' APPOINTMENTS: ED reported that Commissioner Roemmele has been re-appointed to a new term to expire 4/30/2017. Somehow Mr. Sullivan's appointment was left of the Town Council agenda even though he was interviewed on the same night as Mr. Roemmele. It will be on the May Council agenda.

G. FIRE MARSHAL INSPECTION: ED reported that the semi-annual inspection was done on April 13, 2012 and no violations were cited. Two units had emergency doors blocked and the sound for the horn and bell on FV building 10 was fainter than usual. ED will have ISS check it out when next on the scene.

H. QUARTERLY REPORT: The quarterly report for the period ending March 31, 2012 was noted by Commissioners with no comments.

9. OLD BUSINESS

A. GENERATOR PURCHASE FOR FV (TABLED FROM DEC. 11 MEETING

ED reported that Beaver Electric told her we could probably operate with a 20 KW generator, but ED thinks we should leave ourselves plenty of margin, so she requested information on a 30 KW unit.

10. NEW BUSINESS

A. PURCHASE FILING CABINETS

ED reported that the present fire-rated filing cabinet has no rating left. Every time she opens and closes a drawer, dust from the disintegrated fire bricks billows out into the room. She is concerned about the lack of protection of the financial information and tenant files and would like to purchase two new file cabinets. MOTION by Commissioner Fecher, seconded by Commissioner Thomes to authorize ED to purchase 2 2-hour fire-rated, 4 drawer, fire resistant, legal, vertical file cabinets. 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