

Meeting Notes Housing Authority of the Town of Montville

June 21, 2002

5:00pm

Freedom Village Community Room

1. Call to order, pledge of allegiance
2. Roll call-all commissioners in attendance
3. Remarks from tenants:

Unit 66 would like something to open, close door. Action- put in request for reasonable accommodation and HA will price

4. Administration/Maintenance Report:

Landscaping & Snow Removal Bids- Discussion took place and it was unanimously decided to go with All Seasons Landscaping and Property Management

Fire & Housekeeping Inspections- Both Passed fire Inspection

Shirley will be sending out redeterminations next few weeks, she will bring clients in to discuss process

Organ is going to be donated, Shirley will call around

Working on getting computer up and running, need to update passwords, might need to set up Wi-Fi with town. Computers will need guidelines, Wi-Fi controls and policy setup

Waitlist procedures: State does not allow first come first serve. Lottery or Point system

Point: points on application based on state statutes, highest point gets apartment

Lottery: Open and Advertise waitlist, open and close date. Close date assign number to each application.

Majority of Housing authority uses lottery

5. Old Business:

New Signers all done

Payment to town should wait until Audit is done

Exterminator Service; Griggs and Brown did examination, rodent issue, they are doing a good job.

Audit: Yes to forensic audit, unanimously voted for Whillesey as accountant.

6. New Business:

Raises were approved in executive session

Mileage Reimbursement: Retro back to June 1, Effective today all staff will get mileage based on state guidelines. Joe Motioned, John second and unanimously approved.

Pay by week instead of weekly: Joe motioned, John second and unanimously approved.

Update lease, application, bylaws- check with attorney

Need a Smoking policy action plan

Certified letter to cancel contract for B & W Landscaping-all ayes.

Bird feeder- Discussion- Policy no bird feeders from April 1 to October 31

Plants-In lease, rules in lease state where and care for plants. No plants in common areas

Gutters are filled with plants and dirt and need to be cleaned.

7. Approval of meeting minutes- not done

8. Commissioner Remarks:

We don't run the place and are not here every day. Shirley the Administrator is the day to day manager. She comes to us for financial issues.

Gola of commission is to make this a better place

9. Adjourned 7:15