

HOUSING AUTHORITY
TOWN OF MONTVILLE

MINUTES OF MEETING OF JUNE 15, 2010

1. CALL TO ORDER

Its Chair called the regular meeting of the Housing Authority to order at 5:00 PM on June 15, 2010 in the community room at Independence Village.

2. ROLL CALL

Present were Commissioners Fecher, Patterson, Thomes, and Waters. Commissioner Woodmansee was absent. The Executive Director was also present.

3. REMARKS FROM TENANTS: No remarks.

4. REMARKS FROM PUBLIC: No remarks.

5. APPROVAL OF MINUTES

MOTION by Commissioner Fecher, seconded by Commissioner Patterson to approve the minutes of April 20, 2010 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 APRIL

R. Spiess	\$441.00	Install unit numbers on vinyl bldgs-FV maintenance 4/19-4/23; power wash IV bldgs
Cash	\$68.64	Replenish petty cash

PAID IN MAY

Payroll	\$3,140.00	four weeks
Citizens Bank (IRS)	\$1,426.14	HA - \$425.57; employees - \$1000.57;
A T & T	\$375.56	May bills
Metrocast	\$1,560.00	May bill
CT Comptroller, Merf	\$382.68	HA - \$294.38; employee - \$88.30
Town of Montville	\$1,422.91	May health insurance
C L & P	\$1,504.56	April bills
Montville Hardware	\$183.41	FV vinyl bldg unit #'2; keys; gas cans; hoses; tools; cleaning supplies; FV shed electrical conduit; flea traps & refills; misc
R. Spiess	\$441.00	Install FV vinyl bldg house no's; maintenance 4/26-4/30
Jay's Sewer Rooter	\$190.00	Cleared toilet #58 & main line from sink #1
Norwich Plumbing	\$249.29	Service FV ws filters, thermostat-hw htr #70

Home Depot	\$197.00	Ladder stabilizer; closet doors
Waltham Services	\$200.00	May service
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Sterling Superior	\$341.00	May service
Bozrah Hardware	\$495.91	Power head, trimmer, edger
West End Medical	\$234.00	4 Bath tub grab bars
Best Buy	\$619.98	Television & wall mount - IV
USA BlueBook		PH buffers; 6 sampling taps, WS- IV & FV
Claudette Rivard	\$30.00	Reconcile bank statements 11/09-3/31/10
The Hartford	\$2,385.00	Additional Workman's Comp Ins. 5/11-5/12
C L & P	\$14.66	Final bill, apt. 45
R. Spiess	\$540.00	Power wash IV bldgs; maintenance 5/3-5/8; install new television - IV CC; new molding in FV CC men's room
G M Construction	\$1646.00	mow & trim IV & FV; trench & install conduit for FV shed electrical
Gary Molochko	\$12.75	Reimburse for tube for mower tire
Norwich Plumbing	\$333.93	Install sampling taps, IV & FV WS
Groton Public Utilities	\$160.00	5 Tests for coliform-IV WS due to overage
GM Construction	\$675.00	Mowing & trimming IV & FV
Suburban Propane	\$30.00	Quarterly propane tank rental
Norwich Plumbing	\$102.33	Replace thermostat on #37 hw htr
R. Spiess	\$414.00	Maintenance 5/17--5/20; replace window #50
Beaver Electric	\$3,518.09	Finish wire FV Shed; replace ground wires in 8 bldgs
BP Gas Station	\$115.04	Gas for lawn mower
<u>PAID IN JUNE</u>		
Town of Montville	\$1,422.91	June health insurance
CT Comptroller, MERF	\$306.14	HA - \$235.50, employee - \$70.64
Citizens Bank (IRS)	\$1,217.92	HA - \$368.97; employees - \$848.95
Payroll	\$3,140.00	4 weeks
C L & P	\$1,098.60	May bills
R. Spiess	\$171.00	Maintenance 5/24-5-26; power wash at IV
ISS	\$90.00	Check FV fire alarm panel per ATT complaint
T. Gray	\$540.00	Prepare apartment #54 for re-rent
A T & T	\$383.46	June bills
Carol Lathrop (reimburse)	\$89.99	Flags, multifold towels, paper towels, bath tissue
R. Spiess	\$306.00	Maintenance 6/1-6/3, includes power washing
T. Gray, Sr.	\$277.50	Clean Community centers
Groton Public Utilities	\$230.00	Quarterlies and nitrate-nitrites
Norwich Plumbing	\$124.20	Add media to FV WS filters
G M Construction	\$750.00	Mow & trim IV & FV

State of CT, DAS	\$768.00	Administrative fee for master ins. Program
Safeguard Business Systems	\$75.48	Rent roll forms
Metrocast	\$1,560.00	June bill
State Treasurer for MERFund	\$103.00	Annual amortization cost
State Treasurer for MERFund	\$100.00	Annual administrative fee
Montville Hardware	\$130.09	Repair and replacement supplies, tools
Waltham Services	\$200.00	June service
Lathrop Brothers	\$405.00	Work on shed, replace window, repair #37 door sill
Home Depot	\$306.35	Baseboard replacement, closet doors, gutters
Maintenance USA	\$575.41	Faucets, shower heads, bldg lite bulbs
Sterling Superior	\$341.00	May service
Blaine Window Hardware	\$608.65	11 Andersen casement operators with shoe
Granite Group	\$50.00	.10 CF calcite for FV WS filters
All Time Mfg.	\$28.00	4 inside storm door handles
R. Spiess	\$432.00	Power wash bldg. 4, replace kitchen drain#5; lav drain#79 closet doors #17; maintenance 6/7-6/12

39,490.17

O & M - \$27,534.08; RMR - \$8470.65; APTS - \$619.98; Employees - \$2,008.46; Accts Rec. - \$72.00

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

7. CORRESPONDENCE

4/20/10	From ConnNahro, a notice that a bill is being considered in the CT Legislature to provide for the election of Tenant Commissioners as opposed to appointment and requesting HA's contact area legislators requesting their opposition to the bill
4/21/10	From HA to CHFA, a letter explaining quarterly report items that are 10% lower or higher than budgeted
4/23/10	From RC Knox Insurance Co, an E-mail thanking for the notice that the Workman's Comp Insurance basis is incorrect and stating an additional billing will be forthcoming
4/27/10	From HA to Premier Laboratory, a letter stating that the HA has contracted with a new testing facility and stating that the operator believes the March sample had been contaminated, thus the change in labs
4/28/10	From CHFA, a letter stating a new Asset Manager has been assigned to Montville HA
4/28/10	From RC Knox Ins., a letter stating that an additional premium of \$2,368. will be billed for an estimated maintenance budget of \$20,000. based on the Housing Authority classification
4/29/10	From Montville Fire Marshal's Fire Inspector, a letter stating no violations were cited in the semi-annual inspection
4/30/10	From STIF, notice of April interest of \$76.37 and confirmation of balance of \$361,809.83
4/30/10	From Citizens Bank, notice of April interest of \$1.86 and confirmation of balance of \$18,869.44
4/30/10	From Premier Laboratory, a notice of a past due amount of \$285.00
5/01/10	From RC Knox Ins., a notice of a \$17.00 annual increase in Workman's Comp for clerical

- 5/04/10 From Groton Utilities, satisfactory results from the five coliform tests required due to the presence of non-fecal coliform in the March quarterly for IV
- 5/06/10 From HA to tenant in #28, a letter responding to his questions about HA locking up certain items
- 5/06/10 From Garvey & Associates (Auditor), a bill for \$253.70 remaining on 2007-2008 audit
- 5/10/10 From HA to Garvey & Associates, a letter stating that the proper amount had been paid in accordance with the contract
- 5/10/10 From HA to Premier Laboratory, a letter stating that the past due bill the Lab submitted had been paid in March and requesting that the records be corrected
- 5/11/10 From Montville Town Clerk, an E-mail containing a Freedom of Information ruling following her contention that Housing Authority minutes should be filed in the Town Clerk's office, not on Authority property (copy attached to the Agenda package)
- 5/13/10 From Groton Utilities WTP Lab, notice of satisfactory quarterly and nitrate-nitrite test results
- 5/17/10 From HA to The Hartford, the 2009-2010 Workman's Compensation Audit Report, as requested
- 5/21/10 From CHFA, a letter enclosing the 2010 Income Limits for adoption by HA
- 5/26/10 From Atlantic States Rural Water & Wastewater Assn., membership confirmation
- 5/26/10 From HA to relative of #19, a letter concerning parking stall rights
- 5/26/10 From HA to tenant in #29, a letter regarding the actions of her visitor
- 5/28/10 From STIF, notice of May interest of \$79.11 and confirmation of balance of \$361,888.94
- 5/31/10 From Citizens Bank, notice of May interest of \$1.92 and confirmation of balance of \$18,871.36
- 6/01/10 From CT MERF, a letter reminding of the due date for payment of annual adm. chg, and annual amortization assessment, as well as the revised monthly payroll assessment re letter of 3/4/10
- 6/03/10 From CT DAS, notice of new Director, new master insurance contract, notice of dividend award, and reduced administrative charge of 28.5%
- 6/08/10 From HA to CT Dept. of Health, a letter enclosing CCR's for IV & FV, the Certification Forms regarding tenant notification, and the copy of the tenant notice
- 6/08/10 From HA to Uncas Health District director, the CCR package
- 6/09/10 From CHFA, E-Mail notifying HA of site visit, outlining items required for review, and stating he will select two units at each site to enter and inspect
- 6/10/10 From Extech, LLC, a proposal for FV water system storage tank rehabilitation
- 6/11/10 From ConnNAHRO, an E-Mail notice regarding the Governor's veto of the tenant selection method and the fact that the legislature can override her veto on 6/21
- 6/11/10 From HA to ATT, a request for an additional telephone line at FV for the Fire Alarm Monitoring
- 6/11/10 From ATT, a receipt for the request for an additional telephone line
- 6/11/10 From HA to Homebound Tenants, a letter regarding the CHFA inspection and apologizing for the invasion of privacy
- 6/11/10 From HA, a notice posted on all bulletin boards regarding CHFA inspection

8. REPORTS

A. ACCOUNT BALANCES: Checking account balance is \$87,345.37. STIF account balance is \$361,888.94 and Citizens Money Market account balance is \$18,871.36, bringing total cash reserve to \$3800,760.30.

B. OCCUPANCY: Occupancy is 100%.

C. TENANT PROBLEMS: No problems at present.

D. MOWER TRAILER LICENSE: ED reported that there was no charge for the license plate and that the liability insurance has to be on the trailer carrier. GM Construction will have the trailer insurance on his truck and HA will reimburse him. Cost is not known at present but it is expected to be minimal.

9. OLD BUSINESS

MOTION by Commissioner Patterson, seconded by Commissioner Fecher to adopt a RESOLUTION waiving bidding on Item A of old business due to the specialized nature of the item. Roll call vote. Voting aye: Commissioners Fecher, Patterson, Thomes, and Waters. THE RESOLUTION IS ADOPTED.

A. IV SECURITY SYSTEM PROPOSAL: ED reported that Atlantic Security has given a price of \$4,700.00 for labor and material for four cameras, a monitor, and taping ability for seven days at a time. MOTION by Commissioner Fecher, seconded by Commissioner Patterson to have Atlantic Security install the television monitoring system at IV. Voice vote. All in favor. MOTION CARRIED. Commissioner Waters questioned whether it would be necessary to post notices stating there are cameras monitoring the center. ED will check with alarm company.

B. JUMPER SYSTEMS FOR WS STORAGE TANK INSPECTION AND CLEANING

ED reported that she had met with representatives from Hungerford and Extech regarding the method of cleaning the storage tank at IV and inspecting and cleaning the tank at FV. Hungerford stated that the easiest way to clean IV storage tank would be just to shut the water system down for the portion of the day, chlorinate the system, and go back on line. HA would provide drinking and cooking water for that period. Probably three gallons per single unit and four gallons per double unit. Extech indicated that the best way to handle FV would be to have Hungerford provide the water via tanker truck for the week it would take to entirely rehabilitate the storage tank in that it is metal and it is 25 years old and FV water was corrosive until treatment was established. The tank would be blasted, pits either filled or welded, and a new epoxy liner installed.

10. NEW BUSINESS

MOTION by Commissioner Fecher, seconded by Commissioner Patterson to adopt a RESOLUTION waiving bidding on the following items due to the specialized nature of the items: Item A and C. Roll call vote. Voting aye: Commissioners Fecher, Patterson, Thomes, and Waters. The RESOLUTION IS ADOPTED.

A. AUTHORIZE ACCEPTANCE OF FV STORAGE TANK REHABILITATION PROPOSAL

MOTION by Commissioner Thomes, seconded by Commissioner Fecher to accept the proposal from Extech to sand blast and re-line the interior of the FV storage tank for a cost of \$11,075.00 and install a sacrificial Cathodic Protect system for \$600.00. Voice vote. All in favor. MOTION CARRIED.

10. NEW BUSINESS continued

B. AUTHORIZE INSTALLATION OF ONE DEDICATED TELEPHONE LINE, FV

ED reported that by Code, there has to be two telephone lines for the Fire Alarm monitoring using the digital slave communicators. ED has requested the AT& T to install a second line at Freedom Village inasmuch as we are supposed to be on line by July 1, 2010. MOTION by Commissioner Thomes, seconded by Commissioner Fecher to authorize AT & T to install a second telephone line at FV for the fire alarm monitoring. Voice vote. All in favor. MOTION CARRIED.

C. AUTHORIZE ACCEPTANCE OF INTEGRATED SECURITY SOLUTIONS PROPOSAL FOR FIRE ALARM MONITORING USING DIGITAL SLAVE COMMUNICATORS

MOTION by Commissioner Patterson, seconded by Commissioner Fecher to authorize acceptance of Integrated Security Solutions' proposal for the installation of Digital Fire Alarm Communicators for Independence Village and Freedom Village for a cost of labor and material for each of \$600.00 and an annual monitoring fee of \$360.00 for each. Voice vote. All in favor. MOTION CARRIED. ED indicated that the monitoring fee of \$360.00 per facility is the price he has given the municipality for each of its facilities.

D. ADOPT RESOLUTION ESTABLISHING THE 2010 INCOME LIMITS

Chairman Waters introduced the following resolution:

Where it is desirable and in the best interest of the State of Connecticut, the Housing Authority of the Town of Montville, and the elderly citizens of the State of Connecticut,

BE IT HEREBY RESOLVED THAT:

- 1. Effective June 15, 2010 the Maximum Income Limits for Application to all applicable State-assisted Elderly and Congregate Elderly Housing Facilities owned by the Housing Authority of the Town of Montville shall be the low income listed in the area in which such housing facility is located based on the latest US Department of Housing and Urban Development's published public housing guideline.**
- 2. The maximum income allowable for occupancy is: For one person \$45,100.00 and for two persons \$51,550.00**
- 3. This resolution rescinds and replaces any and all previous resolutions establishing Maximum Income Limits for application and Continued Occupancy for all applicable State-assisted Elderly and Congregate Elderly housing owned by the Housing Authority of the Town of Montville.**

MOTION to adopt the RESOLUTION as introduced by Commissioner Fecher, seconded by Commissioner Patterson. ROLL CALL VOTE. Voting aye: Commissioners Fecher, Patterson, and Waters. Commissioner Thomes, the Tenant Commissioner abstained due to conflict of interest. THE RESOLUTION IS ADOPTED.

10. NEW BUSINESS continued

E. DISCUSS UP-GRADING OF FIRE ALARM SYSTEM

ED explained that the Fire Alarm Systems at both villages are very old in terms of use and technology. ISS has estimated that for each building, it would cost about \$5,000.00, labor and material to up-grade the systems to be more compatible with the digital communicators and connect the approximately 36 relays per building to a new panel. Once the urgency of getting all municipal alarm monitoring on line prior to the July 1 deadline, he will give us a firm proposal.

ED stated she believes this should be done because we are getting a lot of chattering on the present aged relays. She also stated that the work can be done piecemeal with two or three buildings retrofitted per month until all 22 buildings have been completed.

11. REMARKS FROM PUBLIC

No remarks.

12. REMARKS FROM COMMISSIONERS

No remarks from Commissioners. ED mentioned the Asset Management inspection of both sites that is to be held on Thursday, June 17.

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

