

HOUSING AUTHORITY  
TOWN OF MONTVILLE

MINUTES OF MEETING OF MAY 17, 2010

1. CALL TO ORDER

Its Chairman called the regular meeting of the Housing Authority to order at 5:35 PM on May 17, 2011 in the Community Room at Freedom Village.

2. ROLL CALL

Present were Commissioners Roemmelle, Thomes, and Waters. Commissioner Fecher was absent due to hospitalization. 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 Thomes, seconded by Commissioner Roemmelle to approve the minutes of the special meeting held on April 26, 2011. Voice vote. All in favor. MOTION CARRIED.

6. APPROVAL OF PAYMENT OF BILLS

The following bills were submitted for approval of payment:

PAID IN MAY

Payroll	3280.00	4 weeks
A T & T	455.02	May bills
Metrocast	1660.00	May bill
Town of Montville	1472.77	May health insurance
CT Comptroller, MERF	385.40	HA - \$311.60, employee 73.80
C L & P	1723.60	April bills
R. Spiess	297.00	Maintenance 4/25-4/29; Replace bathroom sink drain & faucet and kitchen sink drain pipe
Montville Hardware	279.38	Tools, IV generator opening fernco; plungers, sink strainers, door lock for FV laundry, misc
Carol Lathrop (reimburse)	79.41	Toilet tissue, trifold towels, garbage bags, range pans
Jay's Sewer Rooter	170.00	Clear clogged toilets 51 & 17
Waltham Services	200.00	May service
John Deere Landscapes	338.00	Lawn reclamation project
Piela Electric	111.70	FV water system - control transformer
John Lathrop Construction	1550.00	Install 31 roof vents, IV
Sterling Superior	341.00	April service
T. Gray, Sr.	630.00	Prepare apt. 61 for re-rent
Advanced Storage	130.00	Storage for FV window replacement project
The Hartford	2993.00	Workman's Compensation Ins. 5/1/11-5/1/12
R. Spiess	207.00	Maintenance 5/2-5/6
Bozrah Hardware	26.24	Tractor air filter, weed whacker cords
G M Construction	1210.00	Lawn care reclamation project; mow & trim FV & IV; tune up mower
Home Depot	15,129.18	35 windows, screens, & accessories - FV; wall board; cleaning supplies
Mr. Electric	160.00	Check all water system controls

6. APPROVAL OF PAYMENT OF BILLS continued

UBS	563.51	27 Roof vents, caulking, drill bits
Robert Spiess	288.00	Maintenance 5/9-5/13
Carol Lathrop (Reimburse)	96.39	Reimburse for purchase of 42 9-volt batteries, FV manual smoke detectors
Beaver Electric	1873.10	Photo cells: FV yard lights, IV back lite; new street lite FV
Federal Tax Deposit	<u>1464.67</u>	HA - \$520.35; Employees \$944.32
	\$37,114.37	

O & M - \$15,357.04; RMR - \$20,739.21; Employees - \$1018.12

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

7. CORRESPONDENCE

- 4/28/11 From Fire Inspector, notice that no violations were cited in the semi-annual Fire & Life Safety Inspection at Freedom Village
- 4/30/11 From STIF, notice of April interest of \$66.45 and confirmation of balance of \$362,680.42
- 4/30/11 From Citizens Bank, notice of April interest of \$0.78 and confirmation of balance of \$18,886.35
- 5/05/11 With Advanced Storage, agreement for rental of 10 X 15 storage unit #315 for FV replacement windows
- 5/11/11 From Montville Fire Inspector, notice that no violations were cited in the semi-annual Fire & Life Safety Inspection at Independence Village but requesting notification when the call-to-aid horn and roof strobe have been replaced

8. REPORTS

- A. ACCOUNT BALANCES: Checking account balance is \$41,501.07. STIF account balance is \$362,680.42 and Citizens Money Market account balance is \$18,886.35, bringing total cash reserve to \$381,566.77.
- B. OCCUPANCY: Double occupancy apartments 14 and 69 have not been rented. No applications. Apt. 64 a handicapped-accessible apartment has been tentatively rented. All other apartments are rented.
- C. TENANT PROBLEMS: There are no serious problems at present.
- D. FINAL PHASE, FV WINDOW REPLACEMENT: ED reported that since 37 windows have to be replaced, the Authority should get three quotes for the labor. She will prepare a specification for proposals.
- E. IV GENERATOR PAD PROGRESS: ED reported that the CT Health Dept. has stated there is no problem with having the generator-housed diesel fuel tank next to the mechanical room. Call Before You Dig has been notified and Industrial Engineers has visited the site and sees no problem with the crane bringing the generator to our pad without going on lawns or sidewalks. The delivery is scheduled for sometime this month.
- F. ROOF VENT REPLACEMENT, IV: Replacement is complete. One portion of one roof had rotted due to vent leak and was replaced.
- G. STREET LIGHT REPLACEMENT, FV: ED reported that the same street light that has been replaced and repaired two or three times after bad snow winters had to be replaced again, however, this time the light was placed in a three-foot concrete tube which should prevent the plows from knocking it over when pushing snow. She requested the Commissioners to look at the replacement to see what they thought.
- H. FREEDOM VILLAGE WATER SYSTEM: Mr. Electric reviewed all the pump controls and found that one control was the wrong voltage. He found everything else in good working order.

9. OLD BUSINESS: No old business.

10. NEW BUSINESS

A. DISCUSS WINDOW REPLACEMENT LABOR

ED explained that because of the new rules regarding capital expenditures over a certain amount require three proposals, she would only ask those contractors who she is sure would be able to do the job since putting Anderson Windows in where Crestline windows where and where the exterior finish is vinyl or brick face can be a very ticklish job. It needs someone who will be very careful. She asked if we should just go with the lower proposal so long as everything else is acceptable or wait until the next meeting. MOTION by Commissioner Thomes, seconded by Commissioner Roemmele to authorize ED to select the contractor based on the low bid to begin window replacement as soon as possible. Voice vote. All in favor. MOTION CARRIED.

B. DISCUSS AND ACT ON STREET LIGHT REPLACEMENT

ED said there are two more street lights that are in areas vulnerable to snow removal, one at FV on the entrance to the village and one at IV on the corner near where the shed is. They have been damaged on various occasions, in fact the one at IV is leaning away from center. MOTION by Commissioner Roemmele, seconded by Commissioner Thomes to contact Beaver Electric to install a new street light at each village. Voice vote. All in favor. MOTION CARRIED.

MOTION by Commissioner Roemmele, seconded by Commissioner Thomes to add the following item to the agenda "TO AUTHORIZE ED TO HAVE AN INDEPENDENCE VILLAGE SIGN MADE AND ERECTED AT THE ENTRANCE TO THE VILLAGE." Voice vote. All in favor. MOTION CARRIED.

C. TO AUTHORIZE ED TO HAVE AN INDEPENDENCE VILLAGE SIGN MADE AND ERECTED AT THE ENTRANCE TO THE VILLAGE

ED reported that last year she had made arrangements to have a sign made but the person who was going to make it died. CHFA is going to be inspecting the properties on June 10 and last year he inquired about the sign therefore ED would like to get one up before the inspection. MOTION by Commissioner Roemmele, seconded by Commissioner Thomes to have a sign made for Independence Village for a cost not to exceed \$1,500.00. Voice vote. All in favor. MOTION CARRIED.

11. REMARKS FROM PUBLIC: No remarks.

12. REMARKS FROM COMMISSIONERS: No remarks.

13. ADJOURN

MOTION by Commissioner Thomes, seconded by Commissioner Roemmele to adjourn at 6:00 PM. Voice vote. All in favor. MOTION CARRIED.

Respectfully submitted,

Carol J. Lathrop, Executive Director