

HOUSING AUTHORITY
TOWN OF MONTVILLE

MINUTES OF MEETING OF OCTOBER 18, 2011

1. CALL TO ORDER

Its Chairman called the regular meeting of the Housing Authority to order on October 18, 2011 at 5:06 PM in the Community Room at Freedom Village.

2. ROLL CALL

Present were Commissioners Fecher, Roemmele, Thomes, and Waters. 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 Thomes to approve the minutes of September 20, 2011 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 SEPTEMBER

R. Spiess	234.00	Maintenance 9/19-9/23; Replace sheetrock & molding #39
Postmaster	88.00	Postage

PAID IN OCTOBER

Payroll	3400.00	4 weeks
Commissioner, Revenue Svces	390.00	3rd quarter CT withholding
A T & T	506.20	October bills
Metrocast	1660.00	October bill
CT Comptroller, MERF	444.97	HA - \$379.17; employee - \$65.80
Town of Montville	1484.53	October health insurance
Adm., Unemployment Comp	73.25	3rd quarter assessment
C L & P	994.86	September bills
Tenants #'s 1,5,11,16,18,20,24, 28	180.00	Rear light operation, 4th quarter
Robert Spiess	270.00	Maintenance 9/26-9/30; kitchen faucet #15; shower head #41
Montville Hardware	37.94	GFI, bleach, nails, caulking
G M Construction	700.00	Mow & trim IV & FV
Sterling Superior	341.00	September service
Home Depot	98.00	Toilet #13
Renaldi's BP	120.82	Gas for mower & trimmer, September
ConnNAHRO	100.00	2012 Dues
CT Comptroller, MERF	8.00	Balance due from September contribution
R. Spiess	333.00	Maintenance 10/3-10/7; wc seat #8
Aqua Tec	295.45	150 lbs corosex, FV ws filters
Suburban Propane	30.00	Replacement for lost check #10784
Waltham Services	210.00	October service
Sherwin Williams	45.98	Paint #75
Beaver Electric	219.03	Photo cell, bldg. 7, IV
Depot Pump	4280.75	New well pump and piping, IV water system

6. APPROVAL OF PAYMENT OF BILLS continued

T. Gray	585.00	Prepare apt. 75 for re-rent
Groton Utilities	820.00	2nd quarter water tests, follow-up coliform FV; VOC & IOC-FV
Granite Company	106.62	Calcite for FV ws filters
Groton Utilities	285.00	Copper & lead testing
Robert Spiess	171.00	Maintenance 10/11-10/14; paint new IV sign & FV light pole bases
Norwich Plumbing & Heating	155.25	Charge FV water system filters
Jay's Sewer Rooter	<u>235.00</u>	Cleared wc #23 & tub to main #37
	\$20,043.53	

O & M - \$13,323.64; RMR - \$5,449.75; Employees - \$1270.14

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

7. CORRESPONDENCE

08/18/11	From Groton Utilities, satisfactory IV 2nd quarter water test
08/22/11	From Groton Utilities, FV 2nd quarter water test showing presence of non-fecal coliform and follow-up 5 sample testing also showing presence of non-fecal coliform
09/16/11	From Groton Utilities, satisfactory IOC testing, FV
09/16/11	From Groton Utilities, satisfactory VOC testing, FV
09/19/11	From Groton Utilities, follow-up 5-sample testing at FV showing no presence of coliform
09/20/11	From HA to Town Clerk and CHFA, HA directory effective 9/20/11
09/21/11	From HA to Town Clerk and CHFA, 2012 meeting schedule
09/27/11	From CT Metallurgical Inc., the analysis results of the FV well pump storage tank probe reflecting mostly calcium deposit
09/30/11	From Citizens Bank, notice of September interest of \$0.78 and confirmation of balance of \$18,890.31
09/30/11	From STIF, notice of September interest of \$53.66 and confirmation of balance of \$362,967.12
10/07/11	From Groton Utilities, satisfactory test results for copper and lead sampling
Various dates	From HA to tenants, notice of \$1.00 increase in cable TV rate effective 11/1/11; notice of Fire Marshal inspection on October 6; notice that HA will be replacing well pump at IV and will be distributing water during the time the well is being chlorinated; notice that pump replacement has been delayed and requesting drinking water that was distributed be saved for the chlorination period

8. REPORTS

A. ACCOUNT BALANCES: Checking account balance is \$61,831.13. STIF account balance is \$362,967.12 and Citizens Money Market account balance is \$18,890.31, bringing total cash reserve to \$381,857.43.

B. OCCUPANCY: ED reported that the only vacant apartment is #14, a double occupancy unit. She has a couple who seem to be very interested.

C. TENANT PROBLEMS: None to report at this time.

D. IV GENERATOR PAD PROGRESS: ED reported there is no progress. Mohegan Fire Co. is still waiting for a natural gas line to be installed and until it is, we cannot have their present generator.

E. ACCESS (WRAP) PROGRESS: The engineers are still designing the project and think that work may start in early November. We still do not know the extent of the project except that the heat pumps are definite.

F. FREEDOM VILLAGE WATER SYSTEM: ED reported on the metallurgical analysis of the well pump probe and said that our plumber is going to pursue the cause of calcium build-up on the probe with a chemist.

G. INDEPENDENCE VILLAGE WELL PUMP: ED reported that pump and piping installation are complete and none too soon since the piping was very closed to coming apart at the threading. There was very little disruption in water distribution.

8. REPORTS continued

H. QUARTERLY REPORT: The Commissioners reviewed the quarterly report for the period ending 9/30/11. It was noted that the operating loss was \$10,342.82, all due to extraordinary expense due to snow being removed from the roofs at both villages during the past winter and expense incurred as a result of tropical storm IRENE.

I. FIRE MARSHAL INSPECTION: ED reported that only one malfunction was noted, that being the call to aid bell on building 9 at IV. The alarm company has been contacted to replace the bell.

9. OLD BUSINESS: No old business.

10. NEW BUSINESS

A. ADOPT RESOLUTION ESTABLISHING THE 2012 MANAGEMENT PLAN

Chairman Waters introduced the following RESOLUTION: The Housing Authority of the Town of Montville hereby resolves that it adopts its 2012 Management Plan as submitted by ED, subject to CHFA approval.

MOTION by Commissioner Roemmele, seconded by Commissioner Fecher to adopt the resolution as introduced. Roll call vote. Voting aye: Commissioners Fecher, Roemmele, and Waters. Tenant Commissioner Thomes abstained. THE RESOLUTION IS ADOPTED.

B. ADOPT MASTER KEY POLICY

ED stated that the CHFA Asset Manager had questioned the existence of a master key possession policy and proposed the Board adopt the following policy: RULES FOR THOSE WHO HOLD A MASTER KEY

1. THE MASTER KEY IS GIVEN TO TWO TENANTS AT EACH VILLAGE SO THAT IN CASE SOMEONE LOCKS HIM(HER)SELF OUT, THEY WILL BE PROTECTED. IF A TENANT LOCKS HIM(HER)SELF OUT, THE PERSON WITH THE MASTER KEY MUST ACCOMPANY THAT PERSON. THE LOCKED- OUT PERSON IS NOT PERMITTED TO TAKE THE KEY FROM THE DESIGNATED TENANT.
2. THE TENANT WITH THE MASTER KEY IS NEVER TO GAIN ENTRY TO ANY PERSON'S APARTMENT WITHOUT EXPRESS PERMISSION FROM THE EXECUTIVE DIRECTOR. IF PERMISSION TO ENTER IS GIVEN, ONLY THE PERSON WITH THE KEY IS TO ENTER EXCEPT FOR THE UNIT TENANT'S IMMEDIATE FAMILY MEMBER. ABSOLUTELY NOTHING IS TO BE REMOVED FROM THE UNIT BY THE PERSON WITH THE MASTER KEY. PERMISSION TO USE THE MASTER KEY TO UNLOCK THE DOOR WILL BE GIVEN ONLY IN CASE OF AN EMERGENCY REQUIRING IMMEDIATE ATTENTION.
3. OTHERWISE ONLY PERSONS WHO ARE LISTED ON THE UNIT TENANT'S MEDICAL FORM ARE PERMITTED IN THE UNIT IN THE TENANT'S ABSENCE REGARDLESS OF THE REASON FOR THE ABSENCE. THE EXECUTIVE DIRECTOR HAS THAT INFORMATION.
4. THE KEY IS NEVER TO BE GIVEN TO ANYONE AT ALL WITHOUT EXPRESS PERMISSION FROM THE DIRECTOR.

Commissioner Fecher asked how the decision is made to give someone the master key and ED explained that it is only given to someone who she trusts implicitly.

MOTION by Commissioner Fecher, seconded by Commissioner Roemmele to adopt the Master Key policy as submitted. Voice vote. All in favor. MOTION CARRIED. Tenant Commissioner Thomes abstained because she is one of the persons at IV who holds the master key.

C. AUTHORIZE INSTALLATION OF A SNOW PARK AND ADDED PARKING AT IV

ED distributed copies of the proposed design of the area and showed pictures of a possible turf coverage for coverage for the area as opposed to asphalt. An estimate of \$10,000 for the lawn type and \$7,500. for asphalt had been received from B & W, our snow removal firm. After discussion and agreement that it was quite late to select the lawn approach to the area, MOTION by Commissioner Thomes, seconded by Commissioner Fecher to have the snow park and added parking area installed using asphalt. Voice vote. All in favor. MOTION CARRIED.

D. ADOPT ROOF REPLACEMENT SPECIFICATION

ED distributed a proposed specification for stripping and replacing the roof shingles on building 3 at FV since that roof has two courses of shingles now and the present shingles are in very poor condition. MOTION by Commissioner Roemmele, seconded by Commissioner Thomes to authorize ED to use her proposed specification for the invitation to bid on said stripping and replacement. Voice vote. All in favor. MOTION CARRIED.

E. ADOPT RESOLUTION WAIVING BIDDING FOR SNOW REMOVAL

Chairman Waters introduced the following RESOLUTION:

WHEREAS, proper snow removal is of paramount importance to the safety and welfare of our elderly and disabled tenants; and

WHEREAS, snow removal under the bidding system has resulted in poor and at times no performance which endangered the health and safety of our elderly and disabled tenants and made emergency response almost impossible; and

WHEREAS, it is in the best interest of our tenants and the Authority to engage a snow removal firm with a proven performance record;

THEREFORE, the Housing Authority of the town of Montville hereby resolves to waive bidding for snow removal contracts.

MOTION to adopt the resolution as introduced by Commissioner Roemmele, seconded by Commissioner Fecher. Roll call vote. Voting aye: Commissioners Fecher, Roemmele, Thomes, and Waters. THE RESOLUTION IS ADOPTED.

F. AWARD 2011-2012 SNOW REMOVAL CONTRACT

ED stated the snow removal contract submitted by B & W Paving has not changed in cost for five years now, mainly because of timely payment and HA attitude even though gasoline expenses have risen considerably.

MOTION by Commissioner Roemmele, seconded by Commissioner Fecher to award the snow removal contract to B & W Paving and Landscaping for the 2011-2012 season. 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 Fecher to adjourn at 6:01 PM. Voice vote. All in favor. MOTION CARRIED.

Respectfully submitted,

Carol J. Lathrop, Executive Director

