

HOUSING AUTHORITY
TOWN OF MONTVILLE

MINUTES OF ANNUAL MEETING
SEPTEMBER 15, 2015

1. CALL TO ORDER

Its Chairman called the Annual meeting of the Housing Authority to order at 5:05 PM on September 15, 2015 in the Community Room at Independence Village.

2. ROLL CALL

Present were Commissioners Fecher, Sullivan, & Thomes. Commissioner Roemmele was absent with just cause. The Executive Director was also present.

3. REMARKS FROM TENANTS: No remarks.

4. REMARKS FROM PUBLIC ON AGENDA ITEMS: No remarks.

5. APPROVAL OF MINUTES

MOTION by Commissioner Sullivan, seconded by Commissioner Thomes to approve the minutes of July 21, 2015 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 JULY

Andersen Corporation	569.40	Weather-stripping & window stops, IV windows
McCarthy Oil Heating Svce	628.14	HVAC #22
R. Spiess	279.00	Maintenance 7/20-7/24; HVAC #22; kitch fau #80
Jay's Sewer Rooter	260.00	Clear drains #'s 5, 26, 28
Integrated Security Sol	240.00	Annual water system monitoring service
Groton Utilities	80.00	IV June coliform sampling

PAID IN AUGUST

Payroll	3972.00	4 weeks
Frontier	332.47	July bills
Metrocast	2060.00	August bill
CT Comptroller, MERF	676.72	HA - \$565.02; employee - \$111.70
Town of Montville	1480.79	August health insurance
CT ADM, Unemployment Comp	7.63	Annual assessment
Eversource	1009.24	July bills
R. Spiess	225.00	Maintenance 7/27-7/31
Montville Hardware	28.88	Waste basket, lite sockets, clamps, hose nozzle
Home Depot	169.82	Cement, cement retarder, weed killer
Waltham Services	242.00	August service
A A Lock & Key	130.00	Repair #30 back door night latch
Sterling Superior	341.00	July service
CT Revenue Services	230.00	July withholding
IRS Deposit	1670.97	HA - \$447.96 employees - \$1223.01 (July deposit)
Eversource	30.08	Final bill #29
R. Spiess	270.00	Maintenance 8/3-7; WiFi Antenna FV; cable box #65; Install window sashes #28
Bozrah Hardware	4.08	Cleats

APPROVAL OF PAYMENT OF BILLS continued

GM Construction	700.00	Mow, trim, and rake IV & FV
U.S. Postal Service	62.20	Stamps
Garvey, Steele & Co	3600.00	Audit 2013 and 2014
Simple Onsite Solutions	100.00	Set up Windows 10
R. Spiess	207.00	Maintenance 8/10-8/14; new shower head & hose #29; new LED lite fixture #39, new handicapped wc #29
Renaldi's Getty	61.00	Gas for mower & weed whacker
D J McCarthy Plumbing & Heating	470.00	Add media FV ws filters, June & Aug
R. Spiess	180.00	Maintenance 8/17-212; new kitch faucets #'s 73 & 3
Jay's Sewer Rooter	125.00	Clear line #38
Suburban Propane	30.00	Quarterly tank rental
Groton Utilities	125.00	Quarterlies IV & FV
Atlantic Power Systems	950.00	Annual generator maintenance agreement 2016
<u>PAID IN SEPTEMBER</u>		
Frontier	331.03	August bills
Metrocast	2060.00	September bill
CT Comptroller, MERF	541.37	HA - \$452.01; employee - \$89.36
Town of Montville	1482.66	September health insurance
Eversource	927.18	August bills
R. Spiess	198.00	Maintenance 8/24-28
T. Gray	712.50	Prepare #80 for re-rent
Waltham Services	242.00	September service
Sterling Superior	341.00	August service
Montville Hardware	155.16	Bleach, insecticide, lestoil, faucet aerators; shower valve; spray tank; wc parts; mop; basemolding adhesive, misc
Home Depot	98.00	Handicapped toilet
Carol Lathrop	164.77	Reimburse for trifold towels, paper towels, toilet tissue, trash bags, pens, and white-out tape
T. Gray	247.50	Clean community centers IV & FV
R. Spiess	189.00	Maintenance 8/31-94; install new fridge #80 and LED lite fixture # 15
Sherwin Williams	51.36	Paint
Lathrop Brothers	553.00	Repair IV & FV sidewalks; FV WiFi; install new window sashes #28
IRS	1402.66	HA - 371.31, Employees - 1,031.35
Robert Spiess	333.00	Maintenance 11/07/15-11/11
GM Construction	714.52	Mow, trim, & rake IV & FV; motor oil and tire repair kit
CT Revenue Svces	<u>200.00</u>	August deposit WH
	\$32,492.13	

O & M - \$27,405.35; RMR - \$2,201.36; Employees - \$2,885.42

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

7. CORRESPONDENCE

- 07/23/15 From Groton Utilities, Satisfactory results of IV monthly coliform sampling
- 07/27/15 From HA to CT DAS, an executed agreement regarding the 2015-16 Master Insurance Program
- 07/28/15 From HA to CHFA, a letter explaining the 10% differences in the quarterly report and the management plan

7. CORRESPONDENCE continued

- 07/30/15 From The Hartford, a check for \$2,857 (\$2,056. refund on the 2014-15 Workers Comp Ins per audit, and \$801.00 adjustment to the current policy 8/15-16)
- 07/30/15 From HA to Town of Montville, the 2014-15 FY Annual Report
- 07/30/15 From Garvey & Steele, the completed Audit Report for 2013 and 2014 HA calendar years and accompanying documents with a letter stating there were no deficiencies in HA activity in those years
- 07/30/15 From Groton Utilities, satisfactory results of IV & FV quarterly sampling
- 07/31/15 From STIF, notice of July interest of \$53.20 and confirmation of balance of \$365,066.39
- 08/10/15 From Atlantic Power Systems, a maintenance report (positive) on the IV generator and list of maintenance items performed
- 08/12/15 From FEMA, a check for \$10,788.75 to offset the snow removal costs for the 2015 blizzard
- 08/24/15 An executed copy of the 2016 maintenance agreement for IV generator with Atlantic Power Systems
- 08/24/15 From HA to tenant in #26, a letter regarding his cat and the Pet Policy
- 08/25/15 From CT, Dept. of Health, a letter regarding Water Conservation during this season's lack of rain
- 08/31/15 From STIF, notice of August interest of \$49.55 and confirmation of balance of \$365,115.94
- 09/01/15 From Mayor McDaniel to Thomas McNally, an E-mail regarding Mr. Brisson
- 09/08/15 From Fire Marshal's office, a letter scheduling the semi-annual Fire & Life Safety Inspections on Oct.22

8. REPORTS

A. ACCOUNT BALANCES: Checking account balance is \$127,253.37. STIF account balance is \$365,115.94.

B. OCCUPANCY: There is a vacancy at 64, a handicapped-accessible unit and at #80, a double-occupancy unit.

C. TENANT PROBLEMS: Nothing presently.

D. EMERGENCY POLICY: Still waiting for verification from Fire Marshal's office regarding supervision for community centers is used as short-term shelter.

E. FV WIFI ACCESS: We are still working on achieving 100% availability.

F. HYDROPNEUMANTIC TANK: After an inspection by our plumber, he considers our tank at IV is safe because of the relief valves we have.

G. ANNUAL REPORT TO COMMISSIONERS: ED stated there had been a mistake in her report. Snow removal thus far this year was \$63,875., not the \$43,155 she had cited.

9. OLD BUSINESS

A. RECRUITMENT OF NEW COMMISSIONER: Nothing to report.

10. NEW BUSINESS

A. ELECTION OF OFFICERS

MOTION by Commissioner Sullivan, seconded by Commissioner Thomes to have the secretary cast one ballot to elect the slate of officers as presently are in their respective offices. Voice vote. All in favor. MOTION CARRIED.

B. ESTABLISH 2016 MEETING DATES

MOTION BY Commissioner Thomes, seconded by Commissioner Sullivan to maintain the same schedule of meetings and locations in 2016 as was scheduled in 2015, namely the 3rd Tuesday of the month with exceptions in August (no meeting) and December (2nd Tuesday). Voice vote. All in favor. MOTION CARRIED.

10. NEW BUSINESS continued

C. ESTABLISH RATE OF PAY FOR EXECUTIVE DIRECTOR

MOTION by Commissioner Thomes, seconded by Commissioner Sullivan to go into executive session at 5:22 PM. Voice vote. All in favor. MOTION CARRIED.

The meeting was reconvened at 5:32 PM. The Chairman stated that no action was taken during the executive session. MOTION by Commissioner Sullivan, seconded by Commissioner Thomes to establish a new rate of pay for the Executive Director at \$1,072. per week, effective the first full week in October. Commissioner Sullivan reported that Commissioner Roemmele was fully in favor of the increase in pay rate. Voice vote. All in favor. MOTION CARRIED.

D. DISCUSS LANDSCAPING

The Executive Director reported that unlike previous years, she has not had anyone to do Community Service, the shrubbery and weeds have gotten totally out of hand. She has had a quote from a local- just starting out firm called Lawnstars to work on the landscaping at both villages for a price not to exceed \$750.00. MOTION by Commissioner Sullivan, seconded by Commissioner Thomes to retain the services of Lawnstars for a price not to exceed \$750.00. Voice vote. All in favor. MOTION CARRIED.

11. REMARKS FROM PUBLIC

No remarks.

12. REMARKS FROM COMMISSIONERS

Commissioner Sullivan congratulated the Executive Director for her efforts and good work through the years, as reflected in the 2013-14 Audit Report.

13. ADJOURN

MOTION by Commissioner Thomes, seconded by Commissioner Sullivan to adjourn t 5:43 PM. Voice vote. All in favor. MOTION CARRIED.

Respectfully submitted,

Carol J. Lathrop
Executive Director