

LITCHFIELD HOUSING AUTHORITY
SPECIAL MEETING, AUGUST 15, WELLS RUN

Called to order at 1:08 PM by Chairperson Barbara Spring.

Commissioners present: Barbara Spring, Sandra Becker, Cheryl Stoughton, Bob Miller, Harry Colvocoresses, Janet Wortman CPA, Jim Simoncelli Jr. and Don Hill of D & H Management.

Minutes for the July 24, 2012 meeting were presented. Bob Miller motioned to accept the minutes as presented. Sandra Becker seconded, motion passed.

Maintenance Report: Jim Simoncelli Jr. reviewed the maintenance items performed since the last meeting at Wells Run. There was discussion regarding the handicapped units and Sandra Becker suggested that prospective tenants for those units might be evaluated prior to admission to be sure they can live independently.

Site Inspection: The site inspection was suspended for this meeting.

Bills and Communications:

Correspondence was received regarding our commercial property insurance coverage asking us to decide if we wanted terrorism coverage. Bob Miller motioned to reject terrorism coverage. Sandra Becker seconded the motion. Motion passed. The Housing Authority Insurance Group sent a copy of their annual report for review. Two insurance dividend checks were received totaling \$551.33. Barbara Spring received a notice from Connecticut conference of Municipalities indicating the date of an up coming conference. Barbara Spring also received a letter of resignation from Don Hill of D & H Management. Harry Colvocoresses motioned to accept the resignation. Cheryl Stoughton seconded the motion. Motion passed.

Private Grants:

After discussion it was decided to order twelve new stoves with the remaining funds from the Seherr-Thoss Foundation. Barbara Spring and Sandra Becker will go to the appliance store prior to the actual order to be sure we are ordering the correct model.

Treasurers Report:

Bob Miller had nothing to report at this time.

Managers Report:

Don Hill reported there is one vacancy at Bantam Falls. According to the family unit 4 will be vacant by the end of the month. A resident of Wells Run feels that the Housing Authority is an assisted living complex. Don Hill will contact a family member to let them know this is incorrect.

Financial Reports:

Janet Wortman reviewed in detail the second quarter financial statements that were filed with CHFA. Janet Wortman suggested transferring \$40,000.00 from the checking into the STIFF account.

Unfinished Business:

- a. Management Plan for 2013 put on hold for this meeting.
- b. Cheryl Stoughton presented a painting estimate from Fenn Builders for painting the porches railings. She will invite him to the next meeting.
- c. A call for a quote for the HVAC contract will be made to Good Hill Mechanical Services. The present contract with West State expires in November.
- d. Don Hill will call Steve at American Rooter again regarding the work needed at Wells Run.
- e. Litchfield Plumbing gave a quote of \$1,685.00 to replace the 120 gallon hot water heater for the Wells Run Community room with an energy efficient 80 gallon unit. It was suggested to call Good Hill Mechanical also for a quote and ask if they handled the quick recovery units.
- f. Town Engineer input is on hold.
- g. The open house is scheduled for September 11th. Wilma Ramos needs to be contacted to find out if she still wants to conduct the inspection on that date.
- h. Cheryl Stoughton was welcomed as the new Tenant Commissioner.
- i. Don Hill was asked to ask Janet if she would consider doing a draft of the 2013 Management Plan.
- j. Weigold gave an estimate of \$1,850.00 to replace the carpet in a vacant unit. We need to get other quotes.

New Business:

Cheryl Stoughton had a number of concerns. Among them were to check to see if the time the new dryers can be set at can be reduced from 60 minutes to 30 or 45. Can Lark be rehired and what did we pay them per month? Can we get Brandon's old wheel chair removed? In an effort to identify which outlets are powered by the generator ask Rick of Bantam Electric if he can identify them and mark them.

Sandra Becker made a motion to adjourn. Cheryl Stoughton seconded the motion. Motion passed.

Meeting adjourned 4:44 PM.