

LITCHFIELD HOUSING AUTHORITY

REGULAR MEETING, AUGUST 28, 2012 BANTAM FALLS

Called to order at 1:04 PM

Commissioners Present: Barbara Spring, Sandra Becker, Harry Colvocoresses, Bob Miller and Cheryl Stoughton. Others present were Gary Fenn of Fenn Building LLC, Bob Lajoie Bantam Falls maintenance person and Don Hill of D & H Management.

Minutes of the August 15, 2012 meeting were presented. Sandra Becker noted that on page 2 item b it should be added that the estimate was for Bantam Falls. Bob Miller motioned to accept the minutes as amended. Sandra Becker seconded the motion. Motion passed.

Maintenance Report: Bob Lajoie asked for reimbursement for a weed wacker he bought for \$126.88 on behalf of the Authority. After discussion Bob Miller motioned to reimbursement him. Cheryl Stoughton seconded the motion. Motion passed. There was discussion regarding the performance of the landscaper. It was decided that Cheryl Stoughton and Don Hill will walk the property with the landscaper in an attempt to improve service. Bob Lajoie noted the heat is still on in the two hallway radiators. West State needs to be called again. Bob Lajoie said he has a plan to sell the wood next to the garage and Harry Colvocoresses told Bob Lajoie that he could keep the money from the sale of the wood.

Site Inspection: The commissioners viewed an apartment that was in the final stages of preparation for a new tenant.

Tenant Commissioners Report: Cheryl Stoughton reported that after speaking with many of the residents at Bantam Falls ten agreed to take the new refrigerators. Cheryl Stoughton reported that the upstairs hallway heaters are still on at different times and West State needs to be called again. There was discussion regarding who is coming and going from the building at Bantam Falls and the importance of keeping the doors locked at all times. Cheryl Stoughton questioned the process of replacing a lost mailbox key.

Bills and Communications:

Barbara Spring reported that she had been in contact with CHRO in an attempt to set up a date for sensitivity training. Possible dates had been presented but no date has been set at this time.

Private Grants

Barbara Spring and Sandra Becker went to Dick Cooper Appliance and looked at the stoves prior to submitting the order. They were satisfied with the stoves and placed the order and a deposit check was sent in.

Managers Report:

Don Hill reported that there is no vacancy as of September 1st. With regard to outlets powered by the generator at Bantam Falls Rick from Bantam Electric suggested looking to the plans for the answer. Regarding the cleaning at Bantam Falls, Lark was being paid \$675.00 for three days at Bantam Falls and two days at Wells Run. Bob Miller suggested a cleaning schedule be drafted for Bob Lajoie to follow along with

a more detailed time sheet. There was discussion regarding the units that have not yet paid their air conditioning fee and the most up to date equipment inventory list was distributed.

Financial Reports:

After discussion Harry Colvocoresses motioned to transfer \$40,000.00 into the STIFF account. Sandra Becker seconded the motion. Motion passed. There was discussion regarding Judd Malani's balance.

It was decided to send him a register letter offering payment options with a starting deadline of September 15th or the authority will take legal action. After a review of the checks written Harry Colvocoresses motioned to accept the financial report. Sandra Becker seconded the motion. Motion passed.

Unfinished Business:

- a. Janet Wortman was asked to prepare a draft budget for the commissioners to review.
- b. Gary Fenn of Fenn Building LLC. answered questions regarding his estimate for scraping, prepping and painting the second floor balconies at Bantam Falls. After looking at the areas Bob Miller motioned to go forward with the project. Sandra Becker seconded the motion. Motion passed. It was noted that Ms. Kilby needs to be informed of the products being used and time frame of the project. The daughter of the tenant in #35 needs to be notified so she can explain the project to her parents. Notices will be sent to all residents explaining the project.
- c. Estimates will be secured for the heating system contract at Bantam Falls.
- d. Bob Miller will call the sewer department for help getting the contractor to schedule the sewer main project started at Well Run.
- e. Bob Miller is monitoring the electric usage at Wells Run.
- f. A report from the town engineer is on hold.
- g. Barbara Spring and Sandra Becker spent time cleaning the community room at Wells Run in preparation for the open house September 11th. A notice will be sent to all residents informing them of the open house as a gesture of thanks to town officials for their help in securing the grant for the upgrades at Wells Run. While cleaning Barbara Spring noticed that the vacuum cleaner at Wells Run should be replaced. Bob Miller made a motion to purchase a new vacuum cleaner for Wells Run. Harry Colvocoresses seconded the motion. Motion passed.
- h. The air conditioning brackets for window units at Bantam Falls was placed on hold.
- i. Discussion regarding the rent increase was placed on hold.
- j. Discussion regarding carpet replacement in units was placed on hold.

New Business:

Cheryl Stoughton made a motion to adjourn. Bob Miller seconded the motion. Motion passed.

Meeting adjourned 3:58 PM.

Don Hill, Property Manager