

LITCHFIELD HOUSING AUTHORITY
REGULAR MEETING, JULY 24, 2012 BANTAM FALLS

Called to order at 1:04 PM

Commissioners present: Barbara Spring, Sandra Becker, Harry Colvocoresses, and Bob Miller. Others present were Cheryl Stoughton prospective tenant commissioner and Don Hill of D & H Management.

Minutes of the July 10, 2012 meeting were presented. It was noted that on page three toward the bottom the word rocks should be replaced by gravel. Above, "utility closed" should be "utility closet". Sandra Becker motioned to accept the minutes as amended. Bob Miller seconded the motion. Motion passed.

Bills and Communications:

Received from DAS the insurance agreement for the coming year for acceptance and signature. Bob Miller motioned to accept the agreement and Sandy Becker seconded the motion. Motion passed.

Private Grants

1:11 PM Bob Miller motioned to go into executive session. Sandra Becker seconded the motion. Motion passed. 1:30 Bob Miller motioned to come out of executive session. Harry Colcovoreses seconded the motion. Motion passed. After discussion it was decided to cancel the ten owed refrigerators and instead get a price for new stoves that are self cleaning, have a bottom drawer and a timer. Also look into the possibility of installing a bottom draw into the six stoves we have in stock. Barbara Spring noted that she would like to look at the stoves prior to ordering any.

Treasurers Report:

Bob Miller reviewed the invoices and signed the checks. He noted that the quoted price from Dime Oil for fuel for Bantam falls for the coming winter season is \$3.05 per gallon.

Managers Report:

The vacancy at Wells Run C-2 is filled pending the credit check. Bantam Falls, as of August 1st unit 11 will be vacant. CHFA has scheduled a site visit for September 11th. Since that is the day of the open house at Wells Run our CHFA representative will be contacted to see if she wants to change the date. Janet Wortman has requested and received additional information for the second quarter report for CHFA. Two tenants at Wells Run are feuding and management is trying to referee the dispute. The alarm system at Bantam Falls has been going off without cause and steps are being taken to correct the malfunction. Discussion was held regarding changing carpets in units as they are vacant. Prices will be sought. Don Hill wanted to express to all present the help and selfless involvement displayed by Cheryl Stoughton during the last few months. Her involvement as tenant commissioner would be a real asset to the board of commissioners. Don Hill noted

that he will be on vacation from July 28th to August 11th. His office will provide coverage during his absence. It was then decided to cancel the August 14th meeting for a special meeting August 15th, 1:00 PM at Wells Run.

Financial Reports:

While reviewing the financial reports Harry Colvocoresses volunteered to go to Union bank and transfer an additional \$90.00 to cover the cost of the A/C charge for unit #26 from the special account to the regular checking account. After the financial reports were reviewed Bob Miller motioned to accept the reports as presented. Sandra Becker seconded the motion. Motion passed.

Unfinished Business:

- a. Security cameras is on hold and will be taken off agenda.
- b. Painting of porches is on hold pending additional pricing.
- c. HVAC contract is pending contract expiration and additional bids.
- d. The sewer main repair at Wells Run is scheduled for later this week.
- e. Bob Miller reported that the timers have been replaced and set for Wells Run along with Ballast replacement. He recommended getting a price to change the hot water heater for the community room at Wells Run.
- f. A report from the Town Engineer is on hold.
- g. The open house is scheduled for September 11th. Barbara Spring has the tenant of a handicapped unit ready to allow her unit to be open for inspection. An efficiency unit needs to also be available also.
- h. Bob Miller motioned to elect Cheryl Stoughton as the new tenant commissioner. Harry Colvocoresses seconded the motion. Motion passed.
- i. Barbara Spring met with Jim Simoncelli regarding some of the trees that need trimming etc. It was noted that work orders need to be made for a number of items noted at last months meeting to be repaired at Wells Run.

New Business:

The commissioners went for an inspection of the grounds and noted the following:

The sidewalk in the front of the building has a crack that needs to be filled.

The United States flag on the flag pole needs to be replaced.

Weeds need to be removed from the sidewalks, curbs and blacktop.

It was noted the balusters and railings on the second floor porches are in need of scraping and painting.

A tree in the back needs to be taken down by a licensed tree service.

A letter needs to be sent to the resident with an a/c in a window asking it be removed.

The bench and table top on the north side of the building should be removed.

There was concern regarding the wood pile next to the garage, no decision was made.

Bob Miller felt it is worth thinking about replacing the street lights at Wells Run with LED's and heat pumps for the heating of the community room.

Bob Miller made a motion to adjourn. Sandra Becker seconded the motion. Motion passed.

Meeting adjourned 3:58 PM.

Don Hill, Property Manager

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