

LITCHFIELD HOUSING AUTHORITY  
REGULAR MEETING, JULY 26, 2011, BANTAM FALLS

Called to order at 1:07 PM

Commissioners present: Barbara Spring, Bob Miller, Judd Milani, Sandra Becker, Harry Colvocoresses, Jack Healy of the Town of Litchfield and Don Hill of D & H Management.

**Minutes** for the July 12, 2011 meeting were presented. Bob Miller motioned to accept the minutes as presented. Harry Colvocoresses seconded, motion passed.

**Bills and Communications:**

DAS submitted their contract for signature for the year's coverage. Bob Miller motioned to accept the agreement. Harry Colvocoresses seconded the motion. Motion Passed. Don Hill noted that \$1498.00 was received as dividends from the Housing Authority Group yet to be deposited. The Housing Authority Group Annual Report was available for anyone interested in reading it.

**Treasurers Report:**

Judd Milani had reviewed the invoices for the July checks & noted that there was nothing unusual to report.

**Managers Report:**

At this point in time there are three vacancies at Wells Run and none at Bantam Falls. Unit #21 that had ice dam damage was repaired and after inspection noted there was no sign of mildew and or water damage within the walls. A contract was signed with Winter Brothers recycling which will include new trash containers and more items that can be recycled. A refund was given to a tenant who moved out with a credit and the workers compensation claim for Bob Lajoie has been turned over to the insurance company. Don Hill was contacted by the Post Master who indicated that the mailboxes at Wells Run are not in compliance with the rules. After discussion it was decided to put the mail boxes in the alcove at the entrance to the community room. A letter will be sent to all residents informing them of the change in order to be in compliance with the postal regulations.

**Financial Reports:**

The financial reports were reviewed and it was noted that the hours spent repairing the damage due to the ice dams need to be kept separate from regular hours. Bob Miller motioned to accept them as presented. Sandra Becker seconded. Motion passed. After reviewing the State Quarterly reports Bob Miller motioned to accept the report as presented. Harry Colvocoresses seconded. Motion passed.

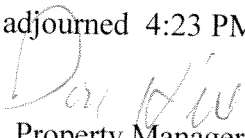
**Unfinished Business:**

- a. Sandra Becker and Harry Colvocoresses met with a representative of the insurance company and Senator Roraback's office regarding the insurance claim that is being ignored. Doug Renaldi indicated that he would do research on the time the claim was first reported.
- b. Peter Testa will be bringing the bids for the ADA upgrade to the August 9<sup>th</sup> meeting at Wells Run. With regard to electrical work that went out to bid a contractor (Curt Barrows) commented that he was made to believe there was an addendum to the specifications and when he asked for them he got no response. If others were given the addendum and he wasn't the bid process would need to be done over with everyone getting the same information. The First Selectman, Leo Paul asked Jack Healy to look into it and make the commissioners aware. Jack Healy addressed the ladder issue for the oil tank at Bantam Falls estimating the cost to be between \$1,500.00 & \$2,000.00. Bob Miller motioned to authorize Jack Healy to purchase and make the installation arrangements. Harry Colvocoresses second the motion. Motion passed.
- c. Harry Colvocoresses shared a draft of the rental flyer with those present. All were in agreement that it was a job well done.
- d. Harry Colvocoresses asked Jack Healy's thoughts regarding the energy audit for lighting recently received. Jack Healy suggested an intern he has worked with might give us an estimate. With regard to the gutters directing water onto the sidewalks, Jack Healy, Jim Simoncelli and Ken Hrica met to explore the alternatives and decided that the placement of a special type of caulk would help. Harry Colvocoresses asked if Bantam Falls road and parking area could be put on the list for chip sealing. Jack Healy indicated that he didn't think that would be a problem. After discussion regarding the furnaces it was decided to invite a representative from West State to meet with Bob Miller, Jack Healy and Don Hill at Bantam Falls in the morning August 9, 2011.
- e. Harry Colvocoresses spoke with Cheryl Good regarding Marcus Smith's qualifications, she suggested Marcus contact her directly.
- f. In August Don Hill will be getting bids for private grants.
- g. We have not yet heard from FEMA regarding the emergency grant.
- h. After discussion regarding the rent increase and management plan Harry Colvocoresses motioned to increase the base rent for efficiency units at Wells Run from \$70.00 to \$85.00, and the base for a one bedroom at Wells Run from \$100.00 to \$115.00 and at Bantam Falls the base from \$360.00 to \$390.00. Bob Miller seconded the motion. Motion passed Judd Milani abstained.
- i. Don Hill is in the process of getting options and costs that should prevent ice dam damages in the future.

**New Business:**

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

Meeting adjourned 4:23 PM.

  
Don Hill, Property Manager