

LITCHFIELD HOUSING AUTHORITY
REGULAR MEETING, JUNE 12, WELLS RUN

Called to order at 1:04 PM by Chairperson Barbara Spring.

Commissioners present: Barbara Spring, Judd Milani, Sandra Becker, Bob Miller, Harry Colvocoresses, Janet Wortman CPA and Don Hill of D & H Management.

Minutes for the May 22, 2012 meeting were presented. Sandra Becker noted that under unfinished business, item k. Bob Miller's name was spelled incorrectly. Bob Miller motioned to accept the minutes as corrected. Sandra Becker seconded, motion passed. Judd Milani abstained.

Bills and Communications:

A refund check was received from AT&T for phone service that was temporarily installed in unit H-4.

Private Grants:

The order was placed for the remainder of refrigerators and seven stoves for Bantam Falls. After discussion it was decided that a letter needs to be sent to all residents of Bantam Falls explaining that the new refrigerators would be smaller and anyone wishing to keep their old ones may do so provided they notify management in advance.

Treasurers Report:

Bob Miller had nothing to report at this time.

Managers Report:

Don Hill reported the amount of the final PILOT payment for 2011, Bob Miller signed the check and it will be mailed out. The check for the balance owed to the Town of Litchfield WPCA and a letter thanking them for their patience was presented and approved. Don Hill reported that he is still trying to work with social services regarding a resident at Wells Run. The door locks in the community room at Wells Run will be set to lock automatically once all residents have keys. A handicapped aided door closer will be installed on one of the doors to the community room at Wells Run. The new washers and dryers are scheduled to be installed Thursday the 14th of this month. Don Hill discussed a meeting he had with a resident of Bantam Falls.

Financial Reports:

Nothing to report at this time.

Unfinished Business:

- a. Harry Colvocoresses explained the automatic funds transfer he set up with the bank to cover the monthly fees needed to cover a tenant's rent. Barbara Spring wanted to go on record as thanking Harry Colvocoresses on behalf of all the Commissioners for all his hard work over the years on the insurance issue.
- b. The FEMA Emergency grant check has not yet been received.
- c. The topic of security cameras has been placed on hold.
- d. Janet Wortman, CPA completed the first quarter report for CHFA and explained it in detail the those present.
- e. Don Hill will be meeting with a contractor next Tuesday to get a quote for painting the porches and interior hallways at Bantam Falls.
- f. CHFA has informed the Authority that the funds in the APTS account can be withdrawn at the Authority discretion.
- g. The new copier is in place at Wells Run.
- h. The audit with Maletta & Company is in progress.
- i. The HVAC contract is pending.
- j. American Rooter should begin the sewer repair at Wells Run in the near future.
- k. Bob Miller reported on the water usage at Wells Run, which seemed to spike in March. He will know if we have a problem once the June bill is received.
- l. Mac-Gray has the installation of the new washers and dryers scheduled for Thursday, June 14, 2012.
- m. The oil contract is pending. Next year the Authority will look into the possibility of joining the school system's contract. We will need to contact the school system in February or March.

New Business:

- a. There was discussion with regard to a dedication ceremony at Wells Run.
- b. Judd Milani's term will expire in August. The Authority will consult with the Town regarding the new State guidelines for appointing a tenant commissioner.

Judd Milani made a motion to adjourn. Sandra Becker seconded the motion. Motion passed.

Meeting adjourned 4:06 PM.