

LITCHFIELD HOUSING AUTHORITY
REGULAR MEETING, JUNE 26, 2012 BANTAM FALLS

Called to order at 1:04 PM

Commissioners present: Barbara Spring, Sandra Becker, Harry Colvocoresses, Bob Miller, Jason Geel and Mike Maletta of Matetta and Company and Don Hill of D & H Management. Judd Milani was absent.

Minutes of the June 12, 2012 meeting were presented. Bob Miller motioned to accept the minutes as presented. Sandra Becker seconded the motion. Motion passed.

Bills and Communications:

Nothing to report.

Private Grants

The refrigerators and stoves have been ordered and scheduled to be installed July 12, 2012. A letter will be sent to all at Bantam Falls who have not yet received a new refrigerator letting them know they may keep their present refrigerator as long as they let us know by a certain date. For those residents we will hold the new appliance in storage until their present one needs to be replaced.

Treasurers Report:

Bob Miller reviewed the invoices and reported the replacement cost of a water heater at Wells Run was extremely high. After discussion it was decided that Litchfield Plumbing would be used for future plumbing needs.

Managers Report:

Don Hill reported that a number of residents at Bantam Falls requested permission to install horseshoe pits in the back yard area. Permission was granted provided the residents pay for the materials needed. There was also a request for air conditioning to be reinstated in the community room. After discussion Bob Miller motioned to install a window air conditioner in the community room. Sandra Becker seconded the motion. Motion passed. After discussion it was decided to send a letter to all at Bantam Falls stating that the air conditioner fee will remain at \$90.00 along with asking all to limit the amount of personal items on their decks. Discussion was held with regard to the reasonable accommodations made for the tenant in A-3 at Wells Run. Don Hill was reminded to keep a record of accommodations made along with the dates. Members of the commission felt that a family member of A-3 should be contacted and the possibility of an evaluation by social services recommended as a measure of safety. Don Hill was asked to contact Judd Milani to be sure he sends in a letter of resignation to the town, pays his balance and turns in his keys.

Financial Reports:

After the financial reports were reviewed Bob Miller motioned to accept the financial reports as presented. Sandra Becker seconded the motion. Motion passed.

Unfinished Business:

- a. The check from FEMA was received in the amount of \$3,890.93.
- b. The issue of security cameras is on hold.
- c. Painter James Stevens has taken measurements etc. and will have a price breakdown for us soon.
- d. Jason Geel and Mike Maletta made a presentation regarding the audit they just completed for years 2010 and 2011. Among their suggestions were increasing the documentation in the tenant files such as waiting list information, ability to pay rent and unit inspections to name a few. They discussed the possibility of doing a study at Wells Run with regard to the utility allowance. Going forward it might be a good idea to switch the accounting to quickbooks which, would make it easier for Don Hill and Janet Wortman to work together.
- e. The HVAC contract is pending.
- f. We are waiting for a price to dig up the area.
- g. Bob Miller is monitoring the electric bills. He did add that some light ballasts need to be changed and Bantam Electric suggested the water heater for the community room be changed for a more efficient unit.
- h. Mac-Gray has installed the new washers and dryers.
- i. There was no report from the Town Engineer.
- j. The Open House at Wells Run is pending.
- k. Tenant Commissioner vote/appointment is on hold. Barbara Spring discussed the new selection policy with town officials.

New Business:

Sandra Becker reported on the CONN-NARO meeting.

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

Meeting adjourned 4:11 PM.

Don Hill, Property Manager