

LITCHFIELD HOUSING AUTHORITY
REGULAR MEETING NOVEMBER 13, 2012 BANTAM FALLS

Called to order at 1:09 PM by Chairperson Barbara Spring.

Commissioners present: Barbara Spring, Cheryl Stoughton, Sandra Becker, Bob Miller, Jim Simoncelli Jr. Maintenance person for Wells Run, Bob Lajoie Maintenance person for Bantam Falls, Mark Cheethem of J & M Heating and Don Hill of D & H Management.

Minutes of the October 23, 2012 meeting were presented. Cheryl Stoughton to accept the minutes as presented. Bob Miller seconded the motion. Motion passed. Minutes of the October 25, 2012 Special meeting were presented. Bob Miller motioned to accept the minutes as presented. Sandra Becker seconded the motion. Motion passed. Minutes of the October 30, 2012 Special meeting were presented. Cheryl Stoughton motioned to accept the minutes as presented. Bob Miller the seconded. Motion passed.

Maintenance Report:

Bob Lajoie reported that all the gutters at Bantam Falls had been cleaned of the leaves. The Commissioners discussed the possibility of installing gutter guards on the building at Bantam Falls. Jim Simoncelli Jr. reported a new hot water heater was being installed in unit H-1 at Wells Run. During the recent storm some of the trim came off one of the buildings at Wells Run and Jim Simoncelli Jr. replaced it and will check the trim on all the buildings. After discussion regarding Quickbooks Cheryl Stoughton motioned that Jim Simoncelli Jr. purchase the software. Bob Miller seconded the motion. Motion passed.

Tenant Commissioner's report:

Cheryl Stoughton reported the following: Work orders were not being filled out for work needed by tenants and suggested a policy be adopted and distributed to all residents. Flagstone walkways to parking lots need to be removed as they present a liability hazard. The fuel in the generator needs to be checked. The outlets in the hallways that are powered by the generator need to be labeled. The resident in unit #8 will be moving out the end of December and is looking for someone to adopt her two parakeets. There was a question as to keeping them in the community room however Sandra Becker motioned not to allow that as it could be a liability and or open the door for other pets being kept in the common areas. Bob Miller seconded the motion. Motion passed. And lastly a resident asked if she could put her exercise bike in the craft room. After discussion Sandra Becker motioned to deny the request because of the liability it would pose. Bob Miller seconded the motion. Motion passed.

Bills and Communications:

A Letter of recommendation was received regarding David Keysler and the Seymour Housing Authority. DECD requested our reply to the last audit and our response to the recommendations. The response was signed by the Chairman and sent to DECD over a month ago. A copy will be sent. An insurance certificate and license was received from the contractor who will be installing a walkway for unit #9 at Bantam Falls.

Don Hill received an email from the account requesting W-9's be sent to her. After discussion it was decided the forms will be sent to Don Hill and he will issue the 1099's to the vendors. An invoice was received from the account and after discussion Bob Miller motioned that the account is to take direction only from the Chairman of the Housing Authority. Cheryl Stoughton seconded the motion. Motion passed.

Private Grants:

The Seherr-Thoss Foundation requested the information on the expenditure for the last grant. This information was sent to them in the past but will be resent.

Managers Report:

Don Hill reported there are two vacancies at Wells Run. The units are being cleaned and painted for new tenants. Jim Simoncelli Jr. reported that the cost of a quality vacuum cleaner for Wells Run is in the area of \$375.00. Bob Miller motioned to purchase the unit. Cheryl Stoughton seconded the motion. Motion passed.

Financial Reports:

Nothing to report at this time.

Site Inspection:

No inspection at this time.

Unfinished Business:

- a. Nothing to report regarding the inventory update.
- b. Waiting for additional quotes regarding the painting of the hallways at Bantam Falls.
- c. The HVAC contract has been awarded to J & M Heating of Bantam.
- d. Jim Simoncelli Jr. had been hired as Executive Director at a recent special meeting.
- e. The pricing of carpeting at Bantam Falls is pending a unit becoming vacant.
- f. Installation of one or two handicapped ramps at Bantam Falls is completed.
- g. Additional quotes for the upgrade of the alarm system at Bantam Falls is on going.

New Business:

Barbara Spring noted that due to the change in management, the 2013 meeting schedule may need to be changed. More information will be available for the next meeting.

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

Meeting adjourned 4:02 PM.

Don Hill, Property Manager

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To do from the November 13th meeting.

put on next agenda Insurance / pets/ liability
Smoking insurance not allowing smoking in buildings (medical)
2013 meeting calendar
Gutter guards for Bantam Falls
Work order policy

Take off agenda Update inventory
HVAC contract
New Management
Ramps at Bantam Falls

Check Laundry income

Send Mark at J & M Heating an email showing where to send his bills jandm.plumbing@hotmail.com

After Jim S Jr emails me with his email address send him a tax exempt form and sample

End of the year send account the general ledger for the year and other year end info (copies of W-2's, quarterly's etc)

Call West State to fire them and let J & M know if the annual service has been done.

Get as built ready for Mark of J & M for next Tuesday.

Do inventory of new appliances at Bantam Falls (who has what)

Other property TO DO'S

Wm Henry, set up board meeting and send out notices with info from Bill Galske along with info from Kim Murphy regarding the law suit.

Check Old Canal progress and possibly send out progress report.