

LITCHFIELD HOUSING AUTHORITY

REGULAR MEETING, DECEMBER 13, 2011, WELLS RUN

Called to order at 1:06 PM

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

Minutes for the November 22, 2011 meeting were presented. Sandra Becker motioned to accept the minutes as presented. Harry Colvocoresses seconded, motion passed. Bob Miller abstained.

Bills and Communications:

A letter was received from CHFA informing us that Wilma C. Ramos has been assigned as our new asset manager. She can be reached at 860-571-4391 or via email at wilma.ramos@chfa.org. Harry Colvocoresses passed out a twelve page report regarding tenant rights for everyone's review.

Treasurers Report:

Bob Miller voiced his concern regarding the value and understanding of the accrued method of accounting verses the cash method. After discussion it was determined that Don Hill will attempt to put a quarterly excel spreadsheet together that would help to present a clearer picture of actual income and expense line items while separating Wells Run from Bantam Falls. At the same time Don Hill was directed to check with CHFA to see if they would accept quarterly financial reports based on the cash system.

Managers Report:

Don Hill reported that there were no vacancies other than the ADA units under renovations at Wells Run. There are a number of tree branches down at both complexes. Jack Healy of the Town has assured us that the Town will help by cutting down the branches that are hanging and taking away the branches that are piled at the side of the road at both complexes. The gutter cleaning at Bantam Falls is complete. Bob Lajoie asked if a snow blower can be purchased for Bantam Falls. After discussion Barbara Spring motioned to purchase a snow blower from True Value provided Bob Lajoie would remove the snow from all sidewalks and Universal would discontinue the sidewalks and reflect a lower cost for his services. Bob Miller seconded the motion. Motion passed. There was discussion regarding the possibility of raising the base rent on the recently completed ADA unit. Don Hill will check with CHFA. There was also discussion regarding the possibility of an open house for the upgraded unit. Jack Healy reported that the Town would install a path to the new sewer pump station will millings at no cost to the Authority. He also recommended a ladder for the oil tank at Bantam Falls, everyone agreed with his recommendation. Jack Healy noted that in the spring the Town will receive the bids for the cost of oil for the coming year and he will keep us informed.

For our January 24, 2012 meeting Jack Healy will try to arrange for a group to attend who might be able to help us receive grants for energy savings. The question was asked, can we put the outside lights on a timer so they go off at mid-night or so? We will check with CHFA.

Financial Reports:

There were no reports to review at this time.

Unfinished Business:

- a. Harry Colvocoresses reported that the mediation didn't take place this morning and passed out a letter that our attorney wrote to the judge indicating how we were misled. Harry Colvocoresses and Sandra Becker attended a meeting with Doug Renaldi and a representative of the insurance commission regarding the failure of the insurance company to provide coverage. It seems that the Litchfield Housing Authority was never put on a list of Authorities to be covered.
- b. It was noted that the generator grant expires December 31, 2011 and we are still waiting for the propane tank to be delivered and hooked up.
- c. Harry Colvocoresses has completed the rental flyer. He put it on a disk and Barbara Spring will bring it to a local school in the hopes that they print copies as a school project.
- d. No discussion, taken off the agenda.
- e. Through the generosity of the Seherr-Thoss Foundation we have received a \$20,000.00 grant toward new appliances. New appliances are desperately needed and this will make the residents extremely happy.
- f. We received communications that our FEMA grant was approved and we should be getting a check for \$1,012.83 soon. Harry Colvocoresses would like a copy of the check for his files when it is received.
- g. Letter regarding the rent increase was sent to all residents who will be affected.
- h. The heating elements are being installed in some sections of the roof at Bantam Falls and should be completed by the end of the week.
- i. Fran of West State will attend our January 24, 2011 meeting to share his energy saving thoughts.
- j. Security cameras are on hold at this time.
- k. Harry Colvocoresses and Sandry Becker attended a meeting with the Litchfield WPCA and reported that they agreed to a reduction in the monthly payments from \$1,000.00 to \$500.00.

New Business:

None

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

Meeting adjourned 3:41 PM.