

LITCHFIELD HOUSING AUTHORITY

REGULAR MEETING, FEBRUARY 28, 2012 BANTAM FALLS

Called to order at 1:05 PM

Commissioners present: Barbara Spring, Sandra Becker, Harry Colvocoresses, Bob Miller, Judd Milani, Trooper Holm of the State Police and Don Hill of D & H Management. Residents present : Peggy Isely, Cheryl Stoughton, Jeannette Goodoff, Leslie Bellmay, Betty Fenn, Polly Perrett, Mary Michaels, Bernice Benjamin, Ruby Crow and Silvio Daross.

Minutes for the February 14, 2012 meeting were presented. Bob Miller noted that in the treasure's report the word account should have been accountant. Sandra Becker stated that in the manager's report regarding the damaged light pole the person's insurance should be changed to "to the driver's insurance". Bob Miller motioned to accept the minutes as corrected. Sandra Becker seconded the motion. Motion passed. Harry Colvocoresses abstained.

Bills and Communications:

Nothing to report.

Treasurers Report:

Bob Miller reiterated the need to have all service calls to West State cleared through management prior to being made. He expressed concern with the amount of employee hours and the importance of staying within the budget.

Managers Report:

Don Hill reported that the two vacant units at Bantam Falls had been filled and one at Wells Run is being shown and should be filled soon. Notices regarding a charge for bulky waste to be removed was distributed to all residents. The new appliances have been installed at Wells Run and eleven refrigerators installed at Bantam Falls. The annual report and commissioners directory has been completed and sent to CHFA. The copier at Wells Run is not working and the part needed to fix it will cost approximately \$250.00. After discussion it was decided to table the issue pending further investigation. After discussion it was decided to put a resident on notice that he is in violation of his lease by allowing others to stay in his unit, which if continued could lead to eviction. Don Hill was reminded that all prospective tenants need to have credit and criminal background checks. Sandra Becker recommended Tenant Tracks. Bob Miller motioned to accept the manager's report. Sandra Becker seconded the motion. Motion passed.

Financial Reports:

The financial reports were reviewed. Harry Colvocoresses noted that the Seherr-Thoss Foundation grant needs to be reflected in the RM&R account as income and expense. Sandra Becker motioned to accept the financial reports. Harry Colvocoresses seconded the motion. Motion passed.

Unfinished Business:

- a. Harry Colvocoresses motioned to adjourn to executive session at 3:33 PM. Bob Miller seconded the motion. Bob Miller motioned to end executive session at 3:49 PM. Harry Colvocoresses seconded the motion. Motion passed.
- b. Barbara Spring reported that the generator has been hooked up.
- c. Harry Colvocoresses passed out the completed rental flyers.
- d. Sandra Becker noted that it is time to prepare a grant request for the next round of appliances for Bantam Falls. Many of the residents expressed concern that the freezers in the new refrigerators are smaller than in the old refrigerators. Management will revisit the refrigerator size and the space available between the wall and counter.
- e. Don Hill reported that the FEMA Emergency Grant paper work had been completed and the Authority should receive approximately \$4,000.00.
- f. The Energy Management Program is on hold pending more information from West State.
- g. Ten residents and State Trooper Holm were present to express their concerns regarding the installation of security cameras in the common areas. Basically Trooper Holm was in favor of security cameras for a number of reasons the most, of which helps their investigation in case of an incident. Cheryl Stoughton was not in favor of security cameras stating that the money could be used for other projects. Ruby Crow felt that resident's need to be more security conscious and refrain from propping the doors open. Peggy Isely questioned the value of cameras if no one was monitoring them. Troop Holm responded that normally an incident is reported within a day or two and law enforcement would be able to go back and review the incident of the tape. Ruby Crow suggested posting signs only and not really installing the cameras. Cheryl Stoughton questioned the possibility of anyone attempting to rob seniors with limited income. Ruby Crow would like to see garages or carports for the residents. Many suggested painting the hallways instead. Barbara Spring thanked the residents for coming to the meeting and assured them their concerns will be considered.
- h. Bob Miller reported on the possibility of working with an accountant to prepare the quarterly reports for CHFA. Also Barbara Spring recommended an auditor for future audits who might charge less than we are presently paying.
- i. Dan Hall of D. J. Hall Contractors will perform an inspection of the exterior decks, railings and supports.

- j. The light post at Bantam Falls has been repaired. We are now waiting for reimbursement from the drivers insurance company.
- k. Jim Simoncelli was given the key to the garage at Bantam Falls so he can put the extra siding from Wells Run in it without having to coordinate times with Bob Lajoie.
- l. After contacting CHFA for clarification regarding the APTS funds it was made clear that we no longer need to put that money aside quarterly. Within a month or so we may be able to withdraw the money that is in that account without any restrictions.

New Business:

None

Sandra Becker made a motion to adjourn. Harry Colvocoresses seconded the motion. Motion passed.

Meeting adjourned 4:12 PM.

Don Hill, Property Manager