

LITCHFIELD HOUSING AUTHORITY  
REGULAR MEETING, JULY 12, 2011, WELLS RUN

Called to order at 1:00 PM

Commissioners present: Barbara Spring, Judd Milani, Bob Miller, Sandra Becker, Cheryl Good of CHFA and Don Hill of D & H Management.

**Election of Officers:** Election of officers was postponed until next meeting.

**Minutes** for the August 30, 2011 special meeting were presented. Sandra Becker motioned to accept the minutes as presented. Bob Miller seconded, motion passed.

**Bills and Communications:**

Don Hill received correspondence from Marcus Smith requesting a change in the payee on the check for the Capital Needs Profile.

**Treasurers Report:**

Judd Milani had nothing to report at this time. Next week he will review the invoices prior to checks being cut.

**Managers Report:**

Don Hill reported that other than vacancies related to the ADA upgrade the only vacancy is C-4. With regard to Winter Brothers Trash removal the only way they will take discarded furniture etc. is if we order a special roll-off dumpster for a major bulk pickup. There is a roof leak in unit G-3 which seems to be coming from the vent pipe. A contractor is scheduled to check the flashing etc. Upon checking the per gallon price it was noted that the Town is paying \$3.47 and we are paying \$3.74. This was brought to Bantam Fuel's attention and they agreed to total the difference and issue a credit. The carpet for Bantam Falls common areas should be in this Friday. The phone service for the temporary move related to the ADA upgrade in set and cable should be in soon.

**Financial Reports:**

There were no financial reports to review at this time.

**Unfinished Business:**

a. There was nothing new to report however while discussing the matter Cheryl Good offered her help by checking their files for dates, coverage etc.

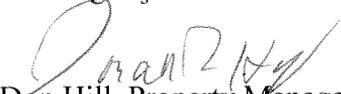
- b. Barbara Spring met with Peter Testa and a representative from the generator company to sign the contract. The project has a completion date of October 6, 2011. It was noted that we need to get three bids for a larger horizontal propane tank with a 120 gallon capacity. Barbara Spring and Peter Testa met with the resident of A-2 to discuss the temporary transfer to unit H-4 while her unit is being updated to an ADA unit. The Authority will arrange to have phone service and cable set up in H-4 no later than Friday the 16<sup>th</sup>. Barbara Spring also signed the contracts for the A-2 & A-3 upgrade along with the contract for asbestos removal in those units.
- c. Harry Colvocoresses is in the final stages of preparing the rental flyer.
- d. The Capital Needs Profile is complete and will be available for the next meeting.
- e. The carpet should be in by the end of the week. Once it is in the installation schedule will be set and residents notified. Cheryl Good suggested we might want to consider painting the hallways prior to installation. She also suggested we look into purchasing bleach and have it available in the laundry rooms for the residents in an effort to avoid spills on the new carpet while on the way to the laundry room. An alternative would be to prohibit liquid bleach in favor of powdered bleach.
- f. We haven't heard anything to this point regarding the FEMA grant.
- g. The rent increase process has begun and all necessary information has been sent to CHFA.
- h. A contractor is preparing a quote and options in an attempt to prevent a repeat of the ice dam problem of last winter.
- i. A copy of the manager's contract was distributed to commission members for their review.
- j. After discussion it was decided to ask Jim Simoncelli for his thoughts with regard to relocating the mail boxes to the center of the complex and building a cover over them.
- k. The swing has been moved and the sofas taken to the dump.
- l. West State will be contacting us prior to the next meeting with some cost saving suggestions for the heat and hot water systems.

**New Business:**

There was discussion regarding the photo at Wells Run relating to the grant and those involved. It was decided to wait until the project was completed.

Judd Milani made a motion to adjourn. Bob Miller seconded the motion. Motion passed.

Meeting adjourned 2:24 PM.

  
Don Hill, Property Manager