

LITCHFIELD HOUSING AUTHORITY  
SPECIAL MEETING, JUNE 28, 2011, WELLS RUN

Called to order at 1:09 PM

Commissioners present: Barbara Spring, Bob Miller, Sandra Becker, Judd Milani and Harry Colvocoresses. Also present was Peter Testa of Wagner Associates and Don Hill of D & H Management.

**Minutes** of the June 14, 2011 meeting were presented. Sandra Becker motioned to accept the minutes as presented. Harry Colvocoresses seconded, motion passed.

**Bills and Communications:**

Housing Authority insurance form was received with the option to accept terrorism coverage at an additional cost of \$236.00. Bob Miller made a motion not to opt for this coverage. Sandra Becker seconded the motion. Motion passed.

**Treasurers Report:**

Judd Milani reported he had reviewed the invoices prior to the checks being cut.

**Managers Report:**

Don Hill reported that a letter was sent to Ms. Kilby June 16<sup>th</sup> informing her that new carpet will be installed soon and attached was a specification data sheet. The carpet was ordered today and when it comes in Ms. Kilby will be sent a certified letter, cc her attorney, giving the date of the installation and a deadline for her to respond if she feels she will have any difficulty relating to the installation. At the same time all residents will be notified of the time frame for installing the carpet in the common areas.

Bob Lajoie stopped in during the meeting to pickup his check. He hopes to be back to work in five or six weeks. Prior to him coming back the commissioners will require a letter from his doctor noting it is OK to return and listing any limitations.

Wells Run has three vacancies, one due to an ADA update, one just about ready for a current resident to transfer into and the third should be ready for a new tenant mid July. Bantam Falls has a unit that has just been completed for a new tenant and will be shown next Tuesday.

**Financial Reports:**

The financial reports were reviewed and it was noted that the reports between the quarterly reports should be labeled Preliminary. Sandra Becker motioned to accept the financial reports after discussion. Bob Miller seconded. Motion passed.

## **Unfinished Business:**

- a. Harry Colvocoresses has arranged a meeting for he and Sandra Becker to attend tentatively at Senator Roraback's office. Don Hill will provide Harry Colvocoresses a total to date spent on the case.
- b. Peter Testa reported that the ADA upgrade advertisement is scheduled for July 13<sup>th</sup> with pre-bid inspection July 20<sup>th</sup> at 9:00AM at Wells Run. The resident in A-2 needs to be made aware of that date and time. The resident of A-2 needs to receive notice that Peter Testa would like to meet with her July 13<sup>th</sup> at 10:00 AM to explain the process and answer any questions she may have. Barbara Spring will attend the meeting as well. The bids will be opened August 3<sup>rd</sup> and 2:00 PM. Peter Testa will apply for a grant extension to December 31, 2011. The generator advertisement will be July 6<sup>th</sup> with pre-bid July 13<sup>th</sup> at 9:00 AM. The bid opening will be July 20<sup>th</sup>. Part of the contract will be removing the old generator. Peter Testa will ask Cocchiola Paving to pave a way to and around the sewer pump. Peter Testa will contact the contractor regarding the keying of the locks in the community room. They need to be keyed so the tenants unit key will open the community room. The problem remains with regard to the sidewalks lifting where they meet the unit patios during the winter. It seems the base may not have been prepared and tested properly. Cocchiola Paving and Ken Hrica of Hrica Associates, LLC have both been contacted and made aware of the problem. A copy of Ken Hrica's minutes during his inspections will be sent to the commissioners.
- c. Harry Colvocoresses will take pictures for the rental flyer after the meeting.
- d. After discussion the energy audit for Bantam Falls has been tabled. The weatherization program for Wells Run, which included heat pumps proposed by New Opportunities, Inc. was discussed in detail. Both Bob Miller and Harry Colvocoresses did research and found that the maintenance involved with heat pumps and extended warranties were excessive and expensive. Also the performance is questionable in this climate. Bob Miller motioned to accept the weatherization program. Harry Colvocoresses seconded the motion. Zero voted in favor of the program, five voted against the program. Motion failed.
- e. There is a question that CHFA may not accept the Capital Needs Profile Report from Marcus Smith. Harry Colvocoresses will contact Cheryl Good of CHFA in an effort to have the report accepted. Barbara Spring will call the person at CHFA that accepted the report from her association which Marcus Smith prepared.
- f. Bob Miller discussed some of the needs that may be covered by grants. For example stoves, refrigerators and so on. He suggested we start the bid process in August so it is ready for the Seherr-Thoss Foundation in October. The stores we would ask for bids would be Crowley Appliance, Dick Cooper TV & Appliance and Sears.
- g. Unit G-4 at Wells Run is just about complete and ready for another resident to transfer to.
- h. The FEMA emergency grant is still pending FEMA's processing of our information.

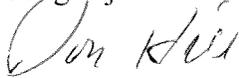
- i. The rent increase process is scheduled to start in July.
- j. The repairs related to the ice dam damage will begin soon.

**New Business:**

None

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

Meeting adjourned 4:20 PM.



Don Hill, Property Manager

June 28, 2011.doc