

LITCHFIELD HOUSING AUTHORITY
REGULAR MEETING, SEPTEMBER 11, WELLS RUN

Called to order at 1:02 PM by Chairperson Barbara Spring.

Commissioners present: Barbara Spring, Sandra Becker, Cheryl Stoughton, Bob Miller, Harry Colvocoresses, Jim Simoncelli Jr., Wells Run maintenance person and Don Hill of D & H Management.

Minutes for the August 28, 2012 meeting were presented. Bob Miller motioned to accept the minutes as presented. Cheryl Stoughton seconded, motion passed.

Maintenance Report: Jim Simoncelli Jr. reported that Higgins Tree Service spent a day trimming many of the trees. They feel at a minimum one more day is needed. American Rooter is scheduled for Thursday of this week to seal the leak in a section of the sewer pipe underground. Barbara Spring asked Jim Simoncelli to purchase a new vacuum cleaner that would be best suited for their maintenance needs. Because some residents have trouble lifting the lids on the recycle bin Jim Simoncelli will look into having the bin changed for one with sliding side doors. Jim Simoncelli will also look into ways of removing a disabled vehicle from the property with the owner's permission.

Site Inspection: The site inspection consisted of listing trees and branches that need attention during Higgins Tree Services next visit.

Tenant Commissioner's Report: Cheryl Stoughton reported that unit #28 was getting one of the new refrigerators today. A tenant had made a complaint that the heat in her unit would not shut off but when checked the radiators were cool.

Bills and Communications: A brochure was received regarding a golf tournament sponsored by CONN-NAHRO. DECD sent a letter accepting the audit report and requested a corrective action plan. A pamphlet was received offering a 504 handbook for \$349.00 plus shipping. A resident at Bantam Falls requested permission to install a black top path from her door to the sidewalk at her expense. This request is a reasonable accommodation due to her husband's disability. After much discussion Bob Miller motioned to grant the request provided it be done by a licensed and insured contractor, constructed with a solid base, specifications to conform with handicapped specifications, the resident not only pay for it completely but also be responsible for any damage to the surrounding area during construction. The resident would be responsible for any maintenance, snow removal, ice melt etc. and agree to all of this in writing. Barbara Spring seconded the motion. Motion passed. An invoice was presented from Janet Wortman, CPA in the amount of \$325.00, and reimbursement to Sandra Becker for valances for the Wells Run community room in the amount of \$274.33 and a \$30.00 reimbursement to Barbara Spring for a clock and a number of pictures with frames for the community room.

Private Grants: Last week Dick Cooper TV and Appliance delivered twelve new ranges to Bantam Falls. This completes the grant for appliances from the Seherr-Thoss Foundation.

Managers Report: Don Hill reported there are no vacancies at this time. The CHFA inspection has been rescheduled for September 27th at 10:00 at Wells Run and then to Bantam Falls. A letter was reviewed and payment received from a past resident toward a balance due. Cheryl Stoughton met with the landscaper to review certain areas of concern at Bantam Falls. Don Hill was asked to get a price for having the brush piles removed around Bantam Falls. A more detailed times sheet was reviewed for both complexes along with a cleaning schedule for Bantam Falls.

Financial Reports: Nothing to report at this time.

Unfinished Business:

- a. Harry Colvocoresses asked Janet Wortman, CPA to stop working on a draft management for 2013 stating he would prepare the draft.
- b. The scraping is in progress and a scheduled worked out so the back of the wing on the left will be done by Monday noon so as not to cause a problem with a tenant with allergies at Bantam Falls.
- c. A tentative meeting is set up for next Tuesday with an HVAC firm regarding Bantam Falls heating system.
- d. The sewer main at Wells Run is scheduled to be repaired next Thursday.
- e. Nothing to report at this time.
- f. Janet Wortman has received a number of responses from interested parties. Don Hill was asked to send Harry Colvocoresses a list of duties. Jim Simoncelli Jr. submitted his resume.
- g. A thank you to First Selectmen Leo Paul who attended the open house this morning and toured the property. A special THANK YOU to Barbara Spring and Sandra Becker for their hard work in cleaning and updating the community room at Wells Run along with a special thank you to Sandra Becker for the refreshments.
- h. Don Hill will need to look into brackets for window air conditioners.
- i. The rent increase is on hold pending the 2013 draft management plan.
- j. There were no new carpet prices to review for units at Bantam Falls.

New Business: The CHRO meeting is scheduled for October 25, 2012 from 1:00PM to 4:00PM at Bantam Falls.

Cheryl Stoughton made a motion to adjourn. Sandra Becker seconded the motion. Motion passed.

Meeting adjourned 3:50 PM.