

LITCHFIELD HOUSING AUTHORITY

REGULAR MEETING, SEPTEMBER 25, 2012 BANTAM FALLS

Called to order at 1:06 PM

**Commissioners Present:** Barbara Spring, Sandra Becker, Harry Colvocoresses, Bob Miller and Cheryl Stoughton. Others present were Bob Lajoie Bantam Falls maintenance person, Jim Simoncelli Jr. maintenance person from Wells Run and Don Hill of D & H Management.

**Minutes** of the September 11, 2012 meeting were presented. Bob Miller motioned to accept the minutes as presented. Cheryl Stoughton seconded the motion. Motion passed.

**Maintenance Report:** Bob Lajoie reviewed some of the projects he had worked on since the last meeting. Some of the projects included distributing the balance of refrigerators and helping to install twelve new stoves. Outside work included some weeding in the circle. Jim Simoncelli Jr. reported he was successful in changing the recycle dumpster to one with doors on the side. American Rooter is scheduled to make the sewer repair next Monday. He had received complaints that the person in unit F-3 was allowing her dog to roam freely. A letter will be sent to her. After making a number of phone calls he was able to find someone to remove a disabled vehicle from the property and pay the owner a small sum of money.

**Site Inspection:** The commissioners walked the property and took notice of the paint job being done on the decks. Two small trees were targeted to be cut down at the entrance.

**Tenant Commissioners Report:** Cheryl Stoughton reported that the remainder of the refrigerators had been installed in the units and one resident complained that she didn't get one. Previously that tenant stated that she did not want one.

**Bills and Communications:** A letter was received from a tenant at Wells Run complaining that her neighbor was harassing her and she cited a few examples. The letter was acknowledged and put on file.

**Private Grants:** All of the new appliances have been delivered and paid for. Once the checks clear copies will be made and sent along with a letter to the Seherr-Thoss Foundation thanking them once again and finalizing this grant.

**Managers Report:** Don Hill reported that there are no vacancies. A quote was received from Universal Maintenance in the amount of \$885.00 to \$915.00 to remove the brush piles around the property and clear brush to the right of the oil tank for a spot to pile snow. Bob Miller motioned to accept the quote and get the piles removed. Cheryl Stoughton seconded the motion. Motion passed. A letter was prepared for Barbara Spring's signature to DECD stating the corrective action the Authority will take based on the recent audit. It was confirmed that Dime Oil will be making deliveries to the Authority. A deliver was made last week in the amount of sixteen hundred gallons. Jack Healy will be sending Don Hill information regarding a ladder for the oil tank at Bantam Falls. An insurance dividend was received in the amount of \$153.44. Harry Colvocoresses suggested that going forward vendors should be notified of a change of address so all correspondence goes to box 37 at Bantam Falls.

**Financial Reports:** While reviewing the financial reports Harry Colvocoresses noted that the equipment inventory needs to be updated. After discussion it was decided that prior to the next meeting everyone would get a copy of the present list for review and make adjustments at the next meeting. Bob Miller motioned to accept the financials as presented. Sandra Becker seconded the motion passed.

**Unfinished Business:**

- a. Harry Colvocoresses presented a draft of the 2013 management plan. After discussion Bob Miller motioned to accept it as presented and submit it to CHFA. Harry Colvocoresses seconded the motion. Motion passed.
- b. The painting of the decks is in progress.
- c. The quote from Good Hill Mechanical was reviewed. Don Hill was asked to get their hourly rate and to also get a quote from another contractor.
- d. The sewer main is scheduled for next Monday.
- e. Nothing to report at this time.
- f. Commissioners reviewed draft list of duties for future management companies. Harry Colvocoresses will send out specifications to management companies that have expressed interest. Our CHFA representative will be asked if she can make any recommendations.
- g. Don Hill has not been able to locate a/c brackets that could be used at Bantam Falls. He will check with Jim Simoncelli.
- h. The rent increase is on hold at this time.
- i. New carpet pricing for units at Bantam Falls is on hold pending the next vacant unit.
- j. Bob Miller motioned to cast one ballot for the following: Chairperson Barbara Spring, Vice Chairperson Sandra Becker, Secretary Harry Colvocoresses, Treasure Bob Miller and Vice Treasure Cheryl Stoughton. Motion seconded by Cheryl Stoughton. Motion Passed.

**New Business:**

Cheryl Stoughton noted that Rick the owner of Bantam Electric requested a passkey or cell number of someone on the property during business hours in order to eliminate wasted time attempting entry on service calls. Bob Miller made a motion to provide him with a key. Barbara Spring seconded the motion. Motion passed.

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

Meeting adjourned 4:13 PM.