

LITCHFIELD HOUSING AUTHORITY
SPECIAL MEETING DECEMBER 4, 2012 BANTAM FALLS

Called to order at 1:03 PM by Chairperson Barbara Spring.

Commissioners Present:

Barbara Spring, Cheryl Stoughton, Sandra Becker, Bob Miller, Maintenance person for Wells Run, Jim Simoncelli Jr, Bob Lajoie Maintenance person for Bantam Falls, and Don Hill of D & H Management.

Minutes of the November, 2012 meeting were presented. Sandra Becker noted that in the tenant commissioners report the word, Some, needs to be added to the second sentence at the beginning. Sandra Becker motioned to accept the minutes as corrected. Bob Miller the seconded. Motion passed.

Maintenance Report:

Bob Lajoie reported that the generator fuel gage has been fixed and the tank is filled with diesel fuel. A tenant requested that her toilet be replaced however Bob Lajoie will not replace it at this time since it really doesn't seem to be leaking as she reports. He has pretty much completed leaf pickup. The entrance lights have been repaired and handicapped lines in some areas repainted. Jim Simoncelli Jr. reported that a family member of the tenant in A-3 suggested that the door to the community room be operated by a push button. Barbara Spring suggested that all requests be made in writing.

Tenant Commissioner's report:

Cheryl Stoughton reported a tenant requested that handrails be installed throughout the entire building. The commissioners will take that request into consideration.

Bills and Communications:

Barbara Spring reported she had received a copy of Harry Colvocoresses resignation. At a January meeting the commissioners will consider an appropriate recognition for his twenty-six years of service to the Housing Authority. Don Hill reported that he had received approval for the 2013 management plan from CHFA.

Private Grants:

Don Hill reported that the final information was sent to the Seherr-Thoss Foundation completing the requirements for the last grant.

Managers Report:

Don Hill reported there are two vacancies at Wells Run. One of the units was shown today. Many of the files have been transferred to Jim Simoncelli Jr. electronically. The tenant profile has been submit to CHFA and a copy to Jim Simoncelli Jr. for his records. The new heating contract needs to be sent to Barbara Spring for her signature and relayed to J & M Heating.

Financial Reports:

After reviewing the financial reports it was suggested that a possible base rent increase may be necessary in 2013. The subject will be reviewed in July 2013. Sandra Becker motioned to accept the financial reports as presented. Cheryl Stoughton seconded the motion. Motion passed.

Site Inspection:

No inspection at this time.

Unfinished Business:

- a. Cheryl Stoughton presented a quote for the painting of he hallways. Jim Simoncelli jr. will obtain more quotes. Bob Miller motioned to table the subject at this time. Sandra Becker seconded the motion. Motion passed.
- b. Carpet pricing at Bantam Falls is on hold until a unit is vacant.
- c. Jim Simoncelli Jr. met with DSE Security regarding the alarm system at Bantam Falls. We are waiting for the quote. He will check with other alarm companies for additional quotes.
- d. Don Hill will check with our insurance carriers regarding liability protection for animals (dogs) as pets of tenants of the Housing Authority.
- e. Don Hill will check with our representative at CHFA regarding guidelines for tenants who smoke marijuana for medical purposes in their units.
- f. The 2013 meeting Schedule as presented is agreeable to all.
- g. Bob Miller will look into different options for gutter guards for Bantam Falls. Jim Simoncelli Jr. will price different machines that pickup and mulch leaves along with cutting the grass.
- h. After discussion it was decided to keep work orders indefinitely.

Bob Miller made a motion to adjourn. Cheryl Stoughton seconded the motion. Motion passed.

Meeting adjourned 3:37 PM.