

LITCHFIELD HOUSING AUTHORITY
REGULAR MEETING, APRIL 24, 2012 BANTAM FALLS

Called to order at 1:02 PM

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

Minutes of the April 10, 2012 meeting were presented. Bob Miller motioned to accept the minutes as presented. Sandra Becker seconded the motion. Motion passed.

Bills and Communications:

A flyer was received from CONN NAHRO as notice of the 13th Annual Employee Training & Networking Day scheduled for May 11, 2012 in Prospect Connecticut.

Private Grants

Sandra Becker reported that the Seherr-Thoss Foundation has all the information they need to review our request for a grant for additional appliances at Bantam Falls. Harry Colvocoresses reported that CHFA is offering a matching funds grant for property improvements. It was noted that the grant ends in September and is almost impossible to procure a grant that we could ask them to match.

Treasurers Report:

Bob Miller reviewed the invoices and signed the checks. He noted that all seem in order.

Managers Report:

Don Hill reported that he is working with the Visiting Nurses Association who is also working with CCCI to find a home for and remove a tenant at Wells Run. If their efforts fail, the Housing Authority my need to work with them by starting the eviction process. At this point the tenant is not capable of living on her own and refuses the aid she needs. The phone line for unit H-4 has been disconnected. A notice went out to all residents at Wells Run stating only those named on the lease are permitted to live in a unit and residents are not allowed to park in the pull-offs for extended periods. Violators may be towed at their expense. A resident at Wells Run has been sent an eviction notice, which will be activated unless payment or a payment schedule is received no later than May 10, 2012. Another resident has agreed to pay an extra two hundred dollars a month until his rent is current. He asked that late fees be forgiven. The commissioners decided they will revisit the request if he fulfills his payment arrangement.

Financial Reports:

After the financial reports were reviewed Sandra Becker motioned to accept the financial reports as presented. Bob Miller seconded the motion. Motion passed.

Unfinished Business:

- a. Harry Colvocoresses reported that he had been in contact with the attorney regarding the settlement and the administration of the escrow account. After discussion Harry Colvocoresses motioned that the Housing Authority set up a Kilby Settlement Escrow Account. It would be set up so the monthly money would be transferred from that account into the checking account automatically. Bob Miller seconded the motion. Motion passed. Harry Colvocoresses also reported there is a possibility that the Housing Authority may be able to get some reimbursement for legal fees.
- b. The funds have not yet been received for the FEMA Emergency Grant.
- c. The issue of security cameras has been placed on hold at this time.
- d. Harry Colvocoresses signed a request for an extension relating to the CHFA reports. Janet Wortman, the account had some inquires relating to Quickbooks software and the transition. There was also discussion regarding the RM & R account and setting up a special bank account for that money.
- e. An estimate was received for repair/rebuilding, cleaning and staining the decks and porches. After discussion it was decided to invite the contractor to the May 22nd meeting at Bantam Falls.
- f. There is nothing new to report with regard to the APTS withdrawal procedure.
- g. It was determined that the copier needed more work than originally expected. Bob Miller volunteered to check with Staples for other options.
- h. The audit is in progress and should progress on schedule.
- i. The HVAC contract is on hold at this time.
- j. The sewer main at Wells Run still needs to be repaired. The contractor will be called for a scheduling date.
- k. Nothing to report with regard to the electrical consumption at Wells Run.
- l. It was noted that it would take approximately twenty days before the new washers and dryers are installed.
- m. The oil contract is pending.
- n. Bob Miller had contacted Jack Healy and reported on his update.

New Business:

Sandra Becker attended a Fair Housing Committee Meeting and gave an interesting report on the items discussed. Harry Colvocoresses attended a CONN NAHRO Small Housing Authorities meeting where the main topic was dealing with non-smoking policies.

After discussion it was decided to cancel the May 8, 2012 meeting.

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

Meeting adjourned 3:43 PM.