

HOUSING AUTHORITY  
TOWN OF MONTVILLE

MINUTES OF MEETING OF  
MARCH 20, 2012

1. CALL TO ORDER

Its Chairman called the regular meeting of the Housing Authority to order at 5:05 PM on March 20, 2012 in the Community Room at Independence Village.

2. ROLL CALL

Present were Commissioners Fecher, Roemmele, Thomes, and Waters. Prospective member Sullivan was also present. The Executive Director was present.

3. REMARKS FROM TENANTS: No remarks.

4. REMARKS FROM PUBLIC: No remarks.

5. APPROVAL OF MINUTES

MOTION by Commissioner Roemmele, seconded by Commissioner Thomes to approve the minutes of February 21, 2012 as submitted. Voice vote. All in favor. MOTION CARRIED.

6. APPROVAL OF PAYMENT OF BILLS

The following bills were submitted for approval of payment:

PAID IN FEBRUARY

R. Spiess 216.00 Maintenance 2/21-2/24; WRAP; closet doors #20

PAID IN MARCH

Payroll	3400.00	4 weeks
Town of Montville	1484.53	March health insurance
A T & T	553.77	March bills
Metrocast	1760.00	March bill
CT Comptroller, MERF	586.95	HA - \$491.30; employee - \$95.65
C L & P	1631.78	February bills
Montville Hardware	163.35	GFI #39; Mixing valve #16; baseray paint; light bulbs, nite lites; towel bar, misc
Jay's Sewer Rooter	125.00	Clear kitchen sink to main #47
Norwich Plumbing	93.33	Thermostat in hw htr #16
Sterling Superior	341.00	February service
Federal tax deposit	1550.94	HA - \$489.42, employees - \$1061.52
Petty cash	94.03	To bring to \$100.00 (expense to postage)
Staples (\$150.00 rebate)	699.96	Copier, cartridge, maintenance contract
R Spiess	171.00	Closet doors #20, grab bar in bath #30, maintenance 2/27-3/2
Home Depot	1288.76	Shades, toilet, lt bulbs, 8' step ladders, closet doors
R. Spiess	234.00	Maintenance 3/5-3/9; WRAP
Lowe's	21.61	Tile, lite bulbs, molding
G M Construction	1150.00	Chip cleared brush & clean job area
Norwich Plumbing	155.25	Service FV WS filters
Maintenance USA	379.33	Wall sconces, light bulbs
R. Spiess	279.00	WRAP; order replacement refrigerators & lite fixtures; maintenance 3/12-3/16

6. APPROVAL OF PAYMENT OF BILLS continued

Norwich Plumbing & Heating	236.44	Replace hot water heater #49
Keith's Appliances	1057.00	Two refrigerators, #14 and spare
	\$17,673.03	

O & M - \$12m784.33; RMR - \$3,731.53; Employees - \$1,157.17

MOTION by Commissioner Thomes, seconded by Commissioner Roemmele to approve payment of bills as submitted. Voice vote. All in favor. MOTION CARRIED.

7. CORRESPONDENCE

- 2/17/12 From DECD, a letter regarding the budgetary influence on the RAP subsidy
- 2/24/12 From HA to Atlantic States, an E-mail regarding dues and CCR preparation
- 2/24/12 From HA to Extech, a letter regarding the cathodic protection system that should not have been installed on the FV water system
- 2/24/12 From HA to CT Dept. of Energy & Environmental Protection, a letter regarding the unethical methods used by electric suppliers in trying to switch customers from C L & P
- 2/24/12 From HA to ISS, a letter regarding an up-grade to the fire alarm systems
- 2/29/12 From DECD, an E-mail stating there will be no rescission of our RAP subsidy
- 2/29/12 From STIF, notice of February interest of \$34.06 and confirmation of balance of \$363,236.08
- 2/29/12 From Citizens Bank, notice of February interest of \$0.75 and confirmation of balance of \$18,894.24
- 3/02/12 From Fire Marshal, a letter scheduling semi-annual inspections for April 13, 2012

8. REPORTS

- A. ACCOUNT BALANCES: Checking account balance is \$52,755.57. STIF account balance is \$363,236.08 and Citizens Money Market account balance is \$18,894.24, bringing total cash reserve to \$383,130.32.
- B. OCCUPANCY: Apartment 14 was rented to a couple as of March 1. As of April 1, apartments 7, 15, and 71 will be vacated, one due to death, two going to convalescent homes. As soon as maintenance has them ready for occupancy, they will be rented.
- C. TENANT PROBLEMS: No serious problems at this time.
- D. ACCESS (WRAP) PROGRESS: ED reported that Access Agency had conducted a final inspection of the heat pump installations and the attic insulation. Apartments 45 and 57 are not working and the fan in apartment 22 is noisy. ED questioned the inspectors about the date of acceptance of the units; the warranty period; the acquisition of a schematic, list of parts, and manufacturers and their contact information; and the availability of filter replacements. The inspectors stated the warranty period is one year for parts and labor. All other information would have to be obtained from the Access Director. ED has e-mailed the Director with her requests. ED also reported that the inspectors advised against contracting for preventative maintenance, saying that routine maintenance can be accomplished by Authority maintenance personnel and repairs could be by an area tradesman. She also said that Preston HA had units installed early last spring and they have had no problems. Their maintenance personnel handles routine maintenance. She also stated that baseray heat remains a back-up in case of heat pump failure.
- E. IV GENERATOR: ED reported the natural gas line has been installed at Mohegan Fire House finally and they expect the new generator to be installed in April, which means that should be when it is installed at IV.

9. OLD BUSINESS

- A. GENERATOR PURCHASE FOR FV (TABLED FROM DEC. 2011 MEETING)  
ED still has not followed up on this action.

10. NEW BUSINESS

A. DISCUSS APARTMENT 14 OCCUPANCY (TABLED FROM DEC. 2011 MEETING)

MOTION by Commissioner Thomes, seconded by Commissioner Fecher to remove this item from the table. Voice vote. All in favor. MOTION CARRIED. MOTION by Commissioner Fecher, seconded by Commissioner Roemmele to drop this item from the agenda. Voice vote. All in favor. MOTION CARRIED.

B. LAWN CARE

ED distributed a proposal from A+ Landscaping and Lawncare, LLC. She stated this proposal was not requested as the HA does not usually bid for snow removal or lawn care due to the safety factors involved, however, she accepted it and told the principal that she would bring it to the Authority meeting.

The Commissioners agreed that the proposal will be kept on file and if there is a problem with the current lawn care provider, the proposal will be considered.

11. REMARKS FROM PUBLIC

No remarks.

12. REMARKS FROM COMMISSIONERS

ED stated Mr. Sullivan, who will be appointed at the next Town Council meeting and Commissioner Roemmele, whose current term ends April 30, will be re-appointed at that time, both will have to be sworn in by the Town Clerk and she will have the paper work ready for them to take when they are sworn in.

13. ADJOURN

MOTION by Commissioner Roemmele, seconded by Commissioner Thomes to adjourn at 5:35 PM. Voice vote. All in favor. MOTION CARRIED.

Respectfully submitted,

Carol J. Lathrop  
Executive Director