

HOUSING AUTHORITY
TOWN OF MONTVILLE

MINUTES OF MEETING OF JUNE 19, 2012

1. CALL TO ORDER

It's Chairman called the regular meeting of the Housing Authority to order at 5:00 PM on June 19, 2012 in the community room at Independence Village.

2. ROLL CALL

Present were Commissioners Roemmele, Sullivan, Thomes, and Waters. Commissioner Fecher was absent with cause. The Executive Director was also present.

3. REMARKS FROM TENANTS: No remarks.

4. REMARKS FROM PUBLIC: No remarks.

5. APPROVAL OF MINUTES

MOTION by Commissioner Sullivan, seconded by Commissioner Roemmele to approve the minutes of May 15, 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 MAY

R. Spiess	216.00	Maintenance 5/14-5/18
Bozrah Hardware	14.99	Weed whacker spool
Aqua Tec	371.79	Corosex for FV ws filters
G M Construction	700.00	Mow, trim & rake IV & FV
Suburban Propane	30.00	Quarterly tank rental fee
T. Gray	592.50	Prepare apt. 30 for re-rent
Sherwin Williams	109.34	Paint
Schwab Files	5078.00	2 Fireproof, locking file cabinets
Groton Utilities	160.00	Quarterly water testing
A T & T	554.78	June bills
CT Comptroller, MERF	469.56	HA - \$393.04; employee - \$76.52
Town of Montville	1484.53	June health insurance
R. Spiess	261.00	Maintenance 5/21-5/25; installed new files
Norwich Plumbing	236.38	Service FV ws filters, new hose bib - bldg. 4, IV

PAID IN JUNE

Payroll	4250.00	5 weeks
C. Lathrop (reimburse)	59.56	4 cigarette disposal bins for exterior entrances
Metrocast	1760.00	June bill
C L & P	834.57	May bills
Bozrah Hardware	8.16	Spark plug, oil filter for mower
Montville Hardware	53.92	Towel bars, paint, receptacle covers, phone outlet, misc
R. Spiess	198.00	Maintenance 5/29-6/1
G M Construction	700.00	Mow, trim, & rake IV & FV
All Time Mfg. Co	55.00	Replace 11 storm door window pins
Sterling Superior	341.00	May service
T. Gray	465.00	Prepare apt. 49 for re-rent

6. APPROVAL OF PAYMENT OF BILLS continued

Postmaster	45.00	Postage stamps
Home Depot	123.42	Window shades
A A Lock & Key	210.75	Work on #36 door lock
Waltham Services	210.00	June service
C L & P	37.70	Final bill #33
Federal Electronic Tax Deposit	1429.21	HA - \$488.43, employees \$940.78
T. Gray	390.00	Clean IV community center, paint IV office
R. Spiess	243.00	Maintenance 6/4-6/8; replace kitchen faucet #69
Beaver Electric	162.00	Repaired ground J Box for street lite, FV
Sherwin Williams	19.33	Paint for IV office
A A Lock & Key	133.50	Replace deadbolt on #49 front door
Integrated Security Solutions	720.00	Annual fire alarm monitoring fee, IV & FV
Renaldi's BP	1343.00	
R. Spiess	297.00	Maintenance 6/11-6/15; WRAP & handicapped rails ##61
A & R Appliance Service	190.50	Defrost refrigerators #'s 50 & 52
Shipman's Fire Equipment	56.95	Annual fire extinguisher inspections
G M Construction	700.00	Mow, trim & rake IV & FV
C L & P	18.30	Final bill #49
Granite Group	<u>47.92</u>	Hose bib repair kit
	\$23,760.91	

O & M - \$15,923.41; RMR - \$6, 820.20; Employees - \$1,017.30

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

7. CORRESPONDENCE

- 4/13/12 From Groton Utilities, satisfactory quarterly water testing results, IV & FV
- 4/13/12 From Town Clerk, Certificate of Appointment to HA for Vincent Roemmele
- 5/22/12 From HA to Mayor McDaniel (with copies to Montville Resident State Trooper, Lt. Bunnell - MPD, and Officer Pelletier), a letter of commendation for MPD Officer Michael Pelletier
- 5/22/12 From HA Executive Director to E. Stiggle-Stone, a letter regarding her request for the names of my superiors
- 5/30/12 From Waltham Services, a letter stating that effective July 1, 2012, the monthly rate will increase by 3%
- 5/30/12 From Town Clerk, Certificate of Appointment to HA for Timothy Sullivan
- 5/31/12 From Citizens Bank, notice of May interest of \$0.80 and confirmation of balance of \$18,896.61
- 5/31/12 From STIF, notice of May interest of \$30.02 and confirmation of balance of \$363,352.81
- 6/01/12 From CT Comptroller for MERF, a letter regarding the new charges effective July 1, 2012 and the annual adm. fee and amortization fee
- 6/015/02 From Atlantic States, drafts of the 2011 Customer Consumer Reports on IV & FV Water systems

8. REPORTS

A. ACCOUNT BALANCES: Checking account balance is \$80,589.26. STIF account balance is \$363,352.81 and Citizens Money Market account balance is \$18,896.61, bringing total cash reserve to \$382,249.42.

B. OCCUPANCY: Occupancy is 100%. Apt. 41 will be vacated on May 31 but tenant has been selected to occupy.

C. TENANT PROBLEMS: Nothing pressing at this time.

8. REPORTS continued

D. ACCESS (WRAP) PROGRESS: Units are continuing to require service. Nothing new to report.

E. IV GENERATOR: No new news.

F. COMMISSIONERS' APPOINTMENTS: Commissioners Roemmele and Sullivan have been appointed and sworn in.

9. OLD BUSINESS

A. GENERATOR PURCHASE FOR FV(TABLED FROM DEC. MEETING): No action.

10. NEW BUSINESS

A. DISCUSS ADDING PARKING AT IV

ED reported that there is a pressing problem with parking at IV. There are only 37 parking places for 40 units and the office. Nurses, aides, and visitors are parking on the left side of the road and causing a major sightline problem as well as considerable road congestion. She is proposing to add between four and five tenant parking spots and to cut off a considerable amount of lawn on one side of the road at the flag pole lawn site. The Commissioners surveyed the site of the proposals and agreed with ED's concept. MOTION by Commissioner Roemmele, seconded by Commissioner Sullivan to authorize ED to obtain a proposal from our snow removal company for adding parking space at IV. Voice vote. All in favor. MOTION CARRIED.

B. AUTHORIZE ED TO CONTRACT FOR SEALING BRICKFACE BUILDINGS, FV

ED reported that the buildings had not been sealed since 2002 and that ten years is the maximum amount of time that the previous sealing should last. The company that did the work before does not appear in the yellow or white pages so she is not sure if the company is still operating. She has obtained the name of a company that has been in business a long time and is insured and CT licensed. MOTION by Commissioner Sullivan, seconded by Commissioner Thomes to authorize ED to contract for sealing the brickface buildings at FV. Voice vote. All in favor. MOTION CARRIED.

11. REMARKS FROM PUBLIC: No remarks.

12. REMARKS FROM COMMISSIONERS: Commissioner Roemmele gave an official welcome to new Commissioner Sullivan and said "Welcome aboard."

13. ADJOURN

MOTION by Commissioner Roemmele, seconded by Commissioner Thomes to adjourn at 5:45 PM. Voice vote. All in favor. MOTION CARRIED.

Respectfully submitted,

Carol J. Lathrop, Executive Director