

HOUSING AUTHORITY  
TOWN OF MONTVILLE

MINUTES OF ANNUAL MEETING  
SEPTEMBER 18, 2012

1. CALL TO ORDER

Its Chairman called the Annual Meeting of the Housing Authority to order at 5:00 PM on September 18, 2012 in the Community Room at Independence Village.

2. ROLL CALL

Present were Commissioners Fecher, Roemmele, Sullivan, and Waters. Commissioner Thomes 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 Roemmele, seconded by Commissioner Fecher to approve the minutes of July 17, 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 JULY

Lathrop Brothers	774.00	Change IV office, maintenance substitute 7/11-7/23
R. Spiess	108.00	Maintenance 7/9-7/12
TriTown	176.86	Drinking water FV & IV
Integrated Security Solutions	240.00	FV water system alarm annual monitoring fee
A A Lock & Key	113.99	Repair FV electronic door opener
G M Construction	2800.00	Mow, trim & rake IV & FV; reform IV property drainage swale and reset foundation drains
Blumenthal & Donahue	2150.00	Public Officials Liability ins. 8/1/12-8/1/13

PAID IN AUGUST

Payroll	4250.00	5 weeks
A T & T	584.45	August bills
Metrocast	1760.00	August bill
CT Comptroller, MERF	477.38	HA - \$400.86; Employee - \$76.52
Town of Montville	1484.53	August health insurance
C L & P	1100.40	July bills
R. Spiess	243.00	Maintenance 7/23-7/27
Montville Hardware	187.43	Keys, weed killer, chlorine tabs, yard lite bulbs, CL test kit, misc
Granite Group	60.66	Calcite
Norwich Plumbing	724.50	Service FV ws filters, disinfect IV water system due to bad coliform test result
Federal tax deposit	1277.32	HA - \$415.45; employees - \$861.87
Staples	472.10	Copier & printer cartridges; copier paper; mail labels; pens; file organizer; misc.
Adm., Unemployment Insurance	51.64	Special annual assessment

6. APPROVAL OF PAYMENT OF BILLS continued

R. Spiess	216.00	Maintenance 7/30-8/3; WRAP
The Granite Group	42.53	Chlorine tablets
Bozrah Hardware	21.42	Spark plug, edger head, sleeve
Waltham Services	218.00	August services
Jay's Sewer Rooter	125.00	Clear sink drain to main line #17
Groton Utilities	945.00	IV & FV quarterlies; coliform follow-up testing; lead & copper testing IV & FV; VOC - FV
Home Depot	96.38	Night latch - IV office door; new lite fixture #44
Sterling Superior	341.00	July service
Renaldi's	82.00	Gas for mower & trimmer, June & July
The Hartford	3693.00	Additional Workman's Comp Insurance per audit 15/1/11-12
Postmaster Uncasville	98.00	Postage
TriTown	41.58	Water for tenants during FV storage tank work
R. Spiess	261.00	Maintenance 8/6-8/10; new toilet #33
G M Construction	700.00	Mow, trim, & rake IV & FV
T. Gray	690.00	Prepare #6 for re-rent
Irving Small	1200.00	Down payment on sealing masonry bldgs, FV
Treasurer, St of CT	547.20	Master Insurance Program adm. fee
Norwich Plumbing	335.70	Remove cathodic protection from FV WS storage
R. Spiess	378.00	Maintenance 8/13-8/17; Kitch faucet #53; IV generator
GM Construction	897.45	Re-formed drainage swale, install new footing drain blg 5, IV
Park Roway	858.47	Louver door for IV generator housing
Irving Small	2475.00	Final payment, FV masonry bldg sealing
Industrial Engineers	1500.00	Generator transport, IV
Suburban Propane	30.00	Quarterly tank rental
A T & T	630.23	September bills
Metrocast	1760.00	September bill
Town of Montville	1484.53	September health insurance
C L & P	629.40	August bills
Renaldi's	85.00	Gas for mower & weed whacker for August
Jay's Sewer Rooter	125.00	Clear main sewer line #73
Suburban Propane	125.00	Disconnect gas line to old generator
G M Construction	700.00	Mow, trim, and rake IV & FV
Robert Spiess	351.00	Maintenance 8/20-24; work on IV & FV generator preparation
Lathrop Brothers	1039.00	FV water system work, work on IV & FV generator prep
Irving Small	845.00	Additional sealing on FV masonry buildings
Sherwin Williams	1628.62	Sealer for FRV masonry buildings
<u>PAID IN SEPTEMBER</u>		
Payroll	3400.00	4 weeks
Concrete Express	242.00	FV Generator Pad
DeRosier Electric	671.42	Install manual relays on IV WS panel
R. Spiess	333.00	Maintenance 8/27-31; IV generator housing
Montville Hardware	147.72	2 Handicapped bars; street lite bulbs; cleaning supplies; lawn trimmer line; misc
Beaver Electric	14,637.83	FV Generator
Sterling Superior	341.00	August service
Norwich Plumbing	472.50	Service FV WS filters; new well pump - FV
Irving Small	500.00	Work on IV generator housing

6. APPROVAL OF PAYMENT OF BILLS continued

Depot Pump	3202.50	New FV well pump
CT MERF	596.73	HA - \$501.08; Emp - \$95.65
C L & P	489.19	IV August bills & #41 final
Home Depot	238.54	Pole ext. kit; toilet #33; lite bulb, rope & tarp
IRS	1574.74	HA - \$488.73; employees - \$1086.01
R. Spiess	252.00	Maintenance 9/4-9/7; Faucet #67; Generator shed-IV
Groton Utilities	320.00	Follow-up coliform testing IV
Waltham Services	218.00	September service
Concrete Express	262.15	Concrete for generator oil tank pad
Norwich Plumbing	63.00	Check hw heater- #7
Maintenance USA	536.10	Kitchen faucets, toilet fill valves
Robert Spiess	387.00	Maintenance 9/10-9/14; kitchen faucet #66; toilet #29; work on IV generator housing & fuel tank pad
GM Construction	700.00	Mow, trim, and rake IV & FV
Lathrop Brothers	1905.50	Construct IV generator housing & form & pour pad for fuel tanks; callout and work on FV water system

\$72,454.95

O & M - \$33,688.86; RMR - \$36,646.04; Employees - \$2,120.05

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

7. CORRESPONDENCE

- 07/13/12 From The Hartford, notice of change of endorsement on payroll on the Workman's Comp ins. for period 5/1/12-13
- 07/13/12 From HA to CT Dept of Health, Certification of Compliance of Public Notification of Violation of the Total Coliform Rule to IV tenants, and including the letter given to all tenants
- 07/18/12 From Groton Utilities, all no detects on the VOC annual test for FV
- 07/18/12 From Groton Utilities, very satisfactory results from FV lead & copper testing
- 07/18/12 From Blumenthal & Donahue, bill of \$2150. for \$3,000,000. Public Official Insurance 8/1/12-13
- 07/23/12 From HA to CHFA, quarterly report for 4/1-6/30/12 and letter explaining budget overages and underages
- 07/24/12 From HA to United States Liability Insurance Co, the application for Public Officials Insurance
- 07/25/12 From Groton Utilities, report for FV showing presence of non-fecal coliform in all 5 follow-up samples
- 07/25/12 From Groton Utilities, very satisfactory results from IV lead & copper testing
- 07/26/12 From Housing Authority Risk Retention Group, a dividend of \$263.51 for 2011
- 07/31/12 From STIF, notice of July interest of \$55.79 and confirmation of balance of \$363,444.29
- 07/31/12 From Citizens Bank, notice of July interest of \$0.80 and confirmation of balance of \$18,897.38
- 08/01/12 From HA to tenants at IV & FV who did the sampling for copper & lead testing, a letter informing them of the results of the lead testing, as required by CT Dept. of Health
- 08/01/12 From HA to CT Dept. of Health, Certificate of Compliance for the Consumer Notification of Lead Tap water monitoring, including the Notification letter
- 08/02/12 From Housing Authority Risk Retention Group, a dividend of \$622.53 for 2011
- 08/02/12 From Peoples United Ins. Agency, notice that the change of endorsement has an additional premium of \$17.00 for Workman's Comp Ins.
- 08/03/12 From Irving Small, a proposal to seal the masonry buildings at FV for \$3,675.

7. CORRESPONDENCE continued

- 08/08/12 From HA to CT Dept. of Health, a letter enclosing the title pages of the FV Storage Tank Rehabilitation with before and after pictures of the re-coated interior
- 08/08/12 From HA to CT Dept. of Health, the Cross Connection Survey Report Exemption Verification Form required every three years for both IV & FV
- 08/08/12 From HA to CHFA, a copy of the Letter of Agreement between HA & CL & P for the WRAP
- 08/08/12 From ED to Commissioners Waters, Fecher, Roemmele, and Sullivan, a letter requesting approval of the following action: Purchase of a generator for FV; Seal FV masonry buildings; and Construction of additional parking areas at IV
- 08/09/12 From Groton Utilities, notice that all follow-up coliform testing samples are clean
- 08/09/12 From Commissioner Waters, E-mail vote to approve proposed projects per mail of 8/8/12
- 08/10/12 From Commissioner Sullivan, E-Mail agreeing to all projects per mail of 8/8/12
- 08/10/12 From CHFA, notice that 2012 Management Plan is due by October 31
- 08/10/12 From HA to B & W Paving, executed contract to construct additional parking spaces
- 08/14/12 From CT Dept. of Health, the Sanitary Survey Report of FV Water System stating there are no regulatory violations at this time
- 8/15/12 From CT Dept. of Health, notice that the Certificate of Compliance of Public Notification of Violation of the Total Coliform Rule is due
- 08/17/12 From Commissioner Roemmele, E-mail agreeing with all three proposals per mail of 8/8/12
- 08/20/12 From HA to CT Dept. of Health, a fax of the information regarding Public Notification of Violation of Total Coliform Rule that was sent to the Dept. on July 13, 2012
- 08/20/12 From HA to Town of Montville, annual report for FY 2011-12
- 08/21/12 From Commissioner Fecher, E-mail agreeing to all proposals for work per letter of 8/8/12
- 08/23/12 From HA to Montville Building Dept., application for permit to replace existing generator
- 08/24/12 From Maintenance USA, request for updated Tax Exemption Certificate
- 08/24/12 From HA to Garvey & Associates, request to furnish CHFA with electronic PDF 2009-10 Audit report
- 08/28/12 From HA to tenant #18, a letter regarding parking in resident parking spots
- 08/28/12 From Metrocast, a letter stating bulk billing will increase \$1.25 per unit in November
- 08/28/12 From Blumenthal & Donahue, the Public Officials Liability Insurance Policy
- 08/28/12 From Montville Building Inspector, permit for new generator, FV
- 08/28/12 From Service Station Equipment, proposal of \$5465.00 to furnish 2 300-gallon double wall oil tanks, install fuel line and connect, and witness generator start-up for IV generator
- 08/31/12 From Garvey & Associates, notification that audit report will be sent to CHFA the first week of September
- 08/31/12 From Citizens Bank, notice of August interest of \$0.80 and confirmation of balance of \$18,898.98
- 08/31/12 From STIF, notice of August interest of \$54.25 and confirmation of balance of \$363,498.54
- 09/01/12 From IRS, notice that 3rd quarter 2011 report was not received
- 09/05/12 From HA to IRS, copy of 3rd quarter 2011 report
- 09/10/12 From HA to CHFA, explanation of difference in 2011-2010 Audit Report vs. end of year quarterlies
- 09/12/12 From HA to Mac-Gray (Laundry machine provider), a letter objecting to their posting notices regarding price changes without notification to the Authority and requesting a copy of our contract with them
- 09/13/12 From Montville Building Inspector, generator housing framing work approval
- 09/14/12 From HA to Independence Village tenants, notice that Maintenance is going to start power-washing the buildings

7. CORRESPONDENCE continued

- 09/17/12 From HA to Groton Utilities, E-mail regarding asbestos testing and requesting composite sampling
- 09/18/12 From Groton Utilities, notification that asbestos testing will be done late October or early November

8. REPORTS

A. ACCOUNT BALANCES: ED reported checking account balance is \$87,828.26. STIF account balance is \$363,498.54 and Citizens Money Market account balance is \$18,898.98, bringing total cash reserve to \$382,397.52.

B. OCCUPANCY: Occupancy is 100%.

C. TENANT PROBLEMS: No problems out of the ordinary at present.

D. ACCESS (WRAP) PROGRESS: Maintenance cleaned all the filters in the HVAC equipment in the units and found that many of the units did not have filters installed in them. He also found that some of the units were not wired properly and some were not leveled. As soon as the installation company gets the filters, they will be installed. HA has asked the company to order replacement filters for HA to have on hand. As far as other work that was slated to be done but has not been scheduled as yet, ED will continue to pursue.

E. IV GENERATOR: The pad for the diesel fuel tanks has been poured and the generator housing has been constructed. It is yet to be fire-proof sheetrocked and vinyl-sided. Once that is done, the electric work will be scheduled. The generator is now on site.

F. FV GENERATOR: The generator has been delivered and is waiting to be wired to the auto transfer switch. All that remains after wiring is the connection to the existing propane tank to have the equipment operational.

G. FV MASONRY BUILDINGS: ED reported that the work has been completed and at a much lower cost than was spent in 2002. Sherwin Williams gave a discount of \$732.30 on the material which was the best material available for the job which ended up costing under \$5000.00.

H. IV COLIFORM TESTING: Because of the non-fecal coliform hit in July, HA will have to do one monthly coliform sampling test per month until further notification from CT DPHS.

I. IV & FV WATER SYSTEMS: ED reported that the IV water system panel has been up-graded to place manual controls for the well and booster pumps on the outside of the panel in order to make well sampling safer and more efficient. On Labor Day weekend, the well pump at FV failed and had to be replaced.

J. METROCAST BULK BILLING: Because the Housing Authority has a bulk-billing contract with Metrocast Cable Co., it will have to obtain, install, and program the boxes necessary for the digital up-grade that Metrocast is performing.

9. OLD BUSINESS

A. GENERATOR PURCHASE FOR FV (REMOVE FROM TABLE)

ED reported that in accordance with the E-Mail voting done in the absence of the August meeting, that this item was removed from the table and authorized by Commissioners Fecher, Roemmele, Sullivan, and Waters. Commissioner Thomes was hospitalized at that time and could not vote.

B. FORMAL NOTICE OF ADOPTION BY E-MAIL VOTES OF

1. Masonry Building Sealing, FV and 2. B & W Parking Lot Construction

ED reported that in accordance with the E-Mail voting done in the absence of the August meeting, that these items were authorized by Commissioners Fecher, Roemmele, Sullivan, and Waters. Commissioner Thomes was hospitalized and could not vote. The masonry sealing proposal was for \$2475. from Irving Small whose work is known to the Authority. B & W Paving and Landscaping proposal for construction of a snow park and over-night parking in the lower field, one extra stall on the east

9. OLD BUSINESS: ITEM B. (1) and (2) continued

side of the complex and parallel parking along the lawn in the area of the community building was \$16100 for labor and material.

All Commissioners concurred with this action.

10. NEW BUSINESS

A. ELECTION OF OFFICERS

MOTION by Commissioner Sullivan, seconded by Commissioner Fecher to elect the following officers: Chair - Frank Waters; Vice-chair - Michael Fecher; Secretary - Mary Thomes; Treasurer - Vincent Roemmele; Assistant Treasurer - Timothy Sullivan. Roll call vote: Voting aye: Commissioners Fecher, Roemmele, Sullivan, and Waters. MOTION CARRIED.

B. ESTABLISH 2013 MEETING DATES

MOTION by Commissioner Fecher, seconded by Commissioner Roemmele to retain the 3rd Tuesday of each month as the meeting date, except August - no meeting, and Decembe - 2nd Tuesday to be held at Independence and Freedom Villages on the same rotating basis as has been the custom. Voice vote. All in favor. MOTION CARRIED.

MOTION by Commissioner Roemmele, seconded by Commissioner Sullivan to add the following item to the agenda: To authorize the Executive Director to sign acceptance of the Service Station Equipment Proposal of \$5465. to furnish two 300-gallon double wall fuel oil tanks on an existing pad and connect same to the generator, including being present for generator start-up. Voice vote. All in favor. MOTION CARRIED.

C. EXECUTIVE SESSION REGARDING ED'S ANNUAL REVIEW

At 5:30 pm, MOTION by Commissioner Fecher, seconded by Commissioner Roemmele to go into executive session for the purpose of reviewing ED's previous year performance. Voice vote. All in favor. MOTION CARRIED. Chair reconvened the meeting at 6:36 pm and announced that no action had been taken in the executive session. MOTION by Commissioner Roemmele, seconded by Commissioner Fecher to establish ED's weekly pay rate at \$892.00, effective the first full week of October. Voice vote. All in favor. MOTION CARRIED. Chair thanked ED for her dedication. ED thanked the Commissioners for their action and their performances as Commissioners.

D. TO AUTHORIZE ED TO SIGN ACCEPTANCE OF THE SERVICE STATION EQUIPMENT PROPOSAL

MOTION by Commissioner Roemmele, seconded by Commissioner Sullivan To authorize the Executive Director to sign acceptance of the Service Station Equipment Proposal of \$5465. to furnish two 300-gallon double wall fuel oil tanks on an existing pad and connect same to the generator, including being present for generator start-up. Voice vote. All in favor. MOTION CARRIED.

11. REMARKS FROM PUBLIC: No remarks.

12. REMARKS FROM COMMISSIONERS: No remarks.

13. ADJOURN

MOTION by Commissioner Roemmele, seconded by Commissioner Sullivan to adjourn at 5:47 pm. Voice vote. All in favor. MOTION CARRIED.

Respectfully submitted:

Carol J. Lathrop, Executive Director

