

HOUSING AUTHORITY
TOWN OF MONTVILLE

MINUTES OF MEETING
OCTOBER 16, 2012

1. CALL TO ORDER

Its Chairman called the regular meeting of the Housing Authority to order at 5:02 PM on October 16, 2012 in the Community Room at Freedom Village.

2. ROLL CALL

Present were Commissioners Fecher, Roemmele, Sullivan, Thomes, and Waters. 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 September 18, 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 SEPTEMBER

ABC Supply Co	271.46	Siding for IV Generator shed
USA BlueBook	44.93	PH tester calibration solutions
R. Spiess	378.00	Maintenance 9/17-9/21; new lite fixture #44, IV Gen shed
All-Time Mfg. Co.	20.00	Replace window glass #51 back storm door
Maintenance USA	95.20	2 kitchen faucets
Carol Lathrop	119.36	Reimburse for 48 9-volt batteries (smoke alarms), IV & FV generator building permits

PAID IN OCTOBER

Payroll	3568.00	4 weeks
AT & T	625.27	October bills
Metrocast	1760.00	October bill
CT Comptroller, MERF	477.38	HA - \$400.86; employee - \$76.52
Town of Montville	1484.53	October health insurance
Commr Rev Svces	445.00	3rd quarter withholding
Adm., Unemployment Comp.	104.88	3rd quarter assessment
C L & P	1026.35	September bills
Tenants #'s 1,5,11,16,18,20,24,28	180.00	Rear light operation, 4th quarter
Norwich Plumbing	112.08	New thermostat, hw htr #14
Home Depot	395.86	IV generator shed material, toilet #29, weed cutter, pole fitting
UBS	395.86	IV Generator shed material
Sterling Superior	341.00	September service
R. Spiess	360.00	Maintenance 9/24-28; toilets #'s 6 & 61; IV Generator shed
Montville Hardware	229.27	GFI; shower valve; WC supply lines; Generator shed drainage material & grass seed; keys; lite bulb; wc rings; wc seat hardware; misc

G M Construction	575.00	Grade and install drainage, IV generator shed
IRS	1211.75	HA - \$363.34; employees - \$848.41
R. Spiess	288.00	Maintenance 10/1-10/5
All-Time Mfg. Co	20.00	4 storm door locks
Waltham Services	218.00	October Service
Jay's Sewer Rooter	150.00	Clear drains to main #4
Service Station Equipment	4800.00	Generator fuel tanks installed, labor & material
Staples	59.99	Computer surge protector/battery back-up
Carol Lathrop (Reimburse)	62.05	120 AAA batteries for HVAC remotes
Lathrop Brothers	1837.50	Labor, IV generator housing
Copy Cats	59.24	Envelopes
R. Spiess	189.00	Maintenance 10/8-10/12
T. Gray	262.50	Clean community centers
Groton Utilities	80.00	IV coliform monthly testing
	<u>22846.14</u>	

RMR - \$9569.12; O & M - \$11907.09; Employees - \$1369.93

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

7. CORRESPONDENCE

- 09/12/12 From Groton Utilities, satisfactory monthly IV coliform testing
- 09/14/12 From Fire Marshal's Office, notice of semi-annual inspection scheduled for 10/26/12 and notification that HA will be charged for said inspection
- 09/21/12 From HA to All Tenants, a letter advising of the increase in cable tv rates
- 09/21/12 From HA to US Dept. of Commerce, a completed Census of Local Government Finances
- 09/28/12 From Montville Building Department, Mechanical Permit for installation of generator oil tanks, IV
- 09/30/12 From STIF, notice of September interest of \$68.77 and confirmation of balance of \$363,567.31
- 09/30/12 From Citizens Bank, notice of September interest of \$0.77 and confirmation of balance of \$18,899.75
- 10/10/12 From CL & P, addendum to original agreement for Weatherization Project, for HA execution

8. REPORTS

- A. ACCOUNT BALANCES: Checking account balance is \$93,637.17. STIF account balance is \$363,567.31 and Citizens Money Market account balance is \$18,899.75, bringing total cash reserve to \$382,467.06.
- B. OCCUPANCY: Occupancy is 100%.
- C. TENANT PROBLEMS: Nothing major to report.
- D. ACCESS (WRAP) PROGRESS: ED reported that beyond the addendum that will supply interior and exterior lighting, including street lighting, there is nothing new to report. There is still the question of whether windows at IV and refrigerators at both villages will be supplied.
- E. IV GENERATOR: Generator shed is complete except for the exhaust thimble installation. Wiring is in the process of completion.
- F. FV GENERATOR: All installation is complete including reconnect of the propane tank line. It has not been started or programmed as yet.
- G. QUARTERLY REPORT: ED reported that she had sent the incomplete quarterly so the Commissioners would have third quarter operations information for use in reviewing the proposed 2013 Management Plan. She will forward the completed quarterly as soon as it is finished.
- H. PARKING AREAS, IV: ED reported that she heard from B & W Paving this afternoon and was advised the construction would begin next week.

9. OLD BUSINESS: No old business.

10. NEW BUSINESS

A. RESOLUTION ADOPTING 2013 MANAGEMENT PLAN

Chair introduced the following resolution: THE HOUSING AUTHORITY OF THE TOWN OF MONTVILLE HEREBY RESOLVES TO ADOPT THE 2013 MANAGEMENT PLAN IN THE AMOUNT OF \$335,000., SUBJECT TO APPROVAL BY CHFA.

MOTION TO ADOPT THE RESOLUTION as introduced by Commissioner Fecher, seconded by Commissioner Sullivan. Roll call vote. Voting aye: Commissioners Fecher, Roemmele, Sullivan, and Waters. Commissioner Thomes abstained due to conflict of interest. THE RESOLUTION IS ADOPTED.

B. RESOLUTION WAIVING BIDDING FOR SNOW REMOVAL

Chair introduced the following resolution:

WHEREAS, proper snow removal is of paramount importance to the safety and welfare of our elderly and disabled tenants; and WHEREAS, snow removal under the bidding system has resulted in poor and at times no performance which endangered the health and safety of our elderly and disabled tenants and made emergency response almost impossible; and WHEREAS, it is in the best interest of our tenants and the Authority to engage a snow removal firm with a proven performance record; THEREFORE, the Housing Authority of the town of Montville hereby resolves to waive bidding for snow removal contracts.

MOTION TO ADOPT THE RESOLUTION as introduced by Commissioner Thomes, seconded by Commissioner Roemmele. Roll call vote. Voting aye: Commissioners Fecher, Roemmele, Sullivan, Thomes and Waters. THE RESOLUTION IS ADOPTED.

C. AUTHORIZE ED TO SIGN SNOW REMOVAL CONTRACT FOR 12-13 SEASON.

ED stated that B & W Paving and Landscaping has not increased their prices to the Housing Authority for the past five years, due to timely payment and respect for snow removal personnel. MOTION by Commissioner Fecher, seconded by Commissioner Sullivan to authorize ED to sign the snow removal contract with B & W Paving & Landscaping as submitted. Voice vote. All in favor. MOTION CARRIED.

11. REMARKS FROM PUBLIC: No remarks.

12. REMARKS FROM COMMISSIONERS: No remarks.

13. ADJOURN

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

Respectfully submitted,

Carol J. Lathrop, Executive Director

