

LITCHFIELD HOUSING AUTHORITY
REGULAR MEETING, OCTOBER 9, WELLS RUN

Called to order at 1:06 PM by Chairperson Barbara Spring.

Commissioners present: Barbara Spring, Cheryl Stoughton, Sandra Becker, Bob Miller, Harry Colvocoresses, Jim Simoncelli Jr. Maintenance person for Wells Run and Don Hill of D & H Management.

Minutes of the September 25, 2012 meeting were presented. Sandra Becker noted that under manager's report the word deliver should be changed to delivery. Item d. It should be made clear that this is a repair to the sewer system. Item e. should indicate that there is nothing to report with regard to electric conservation at Wells Run. Lastly item j. the word Treasure should be Treasurer. Bob Miller motioned to accept the minutes as corrected. Sandra Becker seconded. Motion passed.

Maintenance Report: Jim Simoncelli Jr. reported that the disabled vehicle has been removed from Wells Run. He was able to contact a different locksmith who came to Wells Run and made one repair and ordered parts for another. The sewer repair at Wells Run is scheduled for later this week. Higgins Tree Service will be back later this fall to trim more trees at Wells Run. Jim Simoncelli Jr. will be putting the exterior covers on the air conditions within the next few weeks.

Tenant Commissioner's report: Cheryl Stoughton reported that the tenant in unit #9 reported moisture in her unit and the carpet was getting wet. Management will look into the issue. She also reported the entrance alarm has gone off a number of times in the last few weeks. We are waiting for an estimate for repair or replacement. Cheryl Stoughton reported that the cleaning is still not up to par. Management will discuss the issue with maintenance. There is a possibility of an organization helping with cleaning at no or low cost to the Housing Authority. Cheryl Stoughton and a friend have volunteered to design and plant new plantings at the entrance of Bantam Falls if the Authority would approve basic costs. Bob Miller motioned to go forward with the project at a minimum cost. Sandra Becker seconded the motion. Motion passed.

Bills and Communications: Correspondence was received from CHFA regarding the recent inspection of both facilities indicating the over all condition of units observed and common areas clean and well maintained. No corrective actions are necessary. Correspondence was received from CHFA listing a number of management companies they work with that might be considered in lieu of the resignation of D & H Management. They make it clear they do not recommend anyone specifically.

Private Grants: The information has been gathered to complete the grant for the partial replacement of appliances at Bantam Falls. A letter of thanks and necessary documentation will be sent to the Seherr-Thoss Foundation.

Managers Report: Don Hill reported there are no vacancies. Next month three residents will be moving out. Despite a phone call and email he has not been able to get any information regarding a ladder for the oil

tank at Bantam Falls. He will take measurements and check the granger catalogue for a ladder that would fit. Universal Maintenance is working on removing the brush piles at Bantam Falls.

Financial Reports: Nothing to report at this time.

Site Inspection: Jim Simoncelle Jr. showed the commissioners the new walkway to the sewer pump station. All were grateful for the Town for their involvement in getting it installed.

Unfinished Business:

- a. The 2013 Management Plan was reviewed. Bob Miller made a motion to accept it as presented and submit it to CHFA for approval. Motion seconded by Harry Colvocoresses. Motion passed.
- b. The painting of the railings and porches at Bantam Falls is in progress.
- c. Don Hill was instructed to contact J. M. Plumbing and Heating for a quoted for the annual maintenance on the furnaces and hot water heaters at Bantam Falls.
- d. The sewer main repair at Wells Run is scheduled for later this week.
- e. Electric conversation at Wells Run is an on going project and will be evaluated in six to eight months from now.
- f. Sandra Becker and Harry Colvocoresses have made contact with a number of management companies regarding the replacement of D & H Management Services, LLC. They are also considering individuals as executive director for the position.
- g. There is nothing new to report regarding A/C window brackets for Bantam Falls.
- h. Since the 2013 Management Plan has been submitted without an increase the rent increase procedure will be taken off the agenda.
- i. Next month there will be a vacant unit at Bantam Falls and carpet bids will be sought for comparison.
- j. Cheryl Stoughton asked if it was possible for Jim Simoncelli Jr. look at certain entrances at Bantam Falls to install ramps. Bob Miller motioned to allow ramps to be installed provided the costs were reasonable. Cheryl Stoughton seconded the motion. Motion passed.

New Business: None

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

Meeting adjourned 3:02 PM.

Don Hill, Property Manager

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