

LITCHFIELD HOUSING AUTHORITY  
REGULAR MEETING, MARCH 27, 2012 BANTAM FALLS

Called to order at 1:02 PM

Commissioners present: Barbara Spring, Sandra Becker, Harry Colvocoresses, Bob Miller and Don Hill of D & H Management. Judd Milani was absent.

**Minutes** of the March 13, 2012 meeting were presented. Sandra Becker motioned to accept the minutes as presented. Bob Miller seconded the motion. Motion passed.

**Bills and Communications:**

A pamphlet from the Connecticut Conference of Municipalities was received regarding a seminar dealing with Connecticut's Freedom of Information Act.

An information pamphlet was received from the Housing Authority Insurance Group.

**Private Grants**

Sandra Becker submitted the packet to the Seherr-Thoss Foundation requesting funds for new appliances at Bantam Falls. She will call them to verify that they received the packet.

**Treasurers Report:**

Bob Miller reviewed the invoices and signed the checks. He is recording the CL & P and Water Company invoices to track usage.

**Managers Report:**

Don Hill reported a prospective tenant for Bantam Falls declined the unit at the last moment. H-4 at Wells Run has been rented with an occupancy date of April 1, 2012. A tenant at Wells Run who is behind in his rent and facing eviction is working with management to resolve the issue. The issue of Bob Lajoie painting the hallways was discussed. It was decided to get an estimate of the time he feels it will take to paint each wing.

**Financial Reports:**

After the financial reports were reviewed Bob Miller motioned to accept the financial reports as presented. Sandra Becker seconded the motion. Motion passed.

**Unfinished Business:**

a. Harry Colvocoresses explained the settlement should be finalized by April 1, 2012.

- b. The FEMA Grant funds have not yet been received.
- c. A proposal was reviewed from West State, it was decided the investment was not worth the potential savings.
- d. The issue of security cameras is on hold pending further information. Harry Colvocoresses received a call from an organization called Independence Northwest stating that a resident had complained that installing security cameras would be a violation of privacy. He told them of the State Trooper's recommendation and to send us something in writing. In the meantime Don Hill was asked to contact CHFA to see if they have any information on the issue.
- e. Harry Colvocoresses contacted Janet S. Wortman, C.P.A. for an estimate to prepare our quarterly financial reports for CHFA. After discussion Sandra Becker motioned to hire Janet and switch our accounting system to the cash basis. Harry Colvocoresses seconded the motion. Motion passed.
- f. The contract was signed and a deposit check mailed to Dan Hall for the inspection of the decks at Bantam Falls. The inspection should take place next week.
- g. The APTS withdrawal information should be available soon according to our CHFA representative.
- h. The copier at Wells Run should be repaired this week.
- i. Don Hill is getting the information together for the audit.
- j. The West State contract expires November 2012.
- k. After speaking with the water company Bob Miller was led to believe it is unlikely there is a water leak at Wells Run from the water main, he will however monitor the water usage.
- l. Bob Miller reported he is monitoring the electric usage at Wells Run and will look into more efficient heaters.
- m. Bob Williams from Mac-Grey Laundry Services has been contacted for the cost involved by using their services. It was noted that the dryer vents need to be cleaned on a regular basis.
- n. The expiration date to join the school system's oil consortium has past. The present contract with Bantam Fuel expires June 30, 2012.

**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