

Morris Housing Authority
109 East Street
Morris, CT 06763
Evelyn Rowley, Chairman
(860)567-5876

Received
JAN 19 2010
Ann E Carr
Morris Town Clerk

MEETING MINUTES, 01/11/10

A regularly scheduled meeting of the Morris Housing Authority was held at the Eldridge Office on January 11, 2010 and was called to order by Evelyn Rowley, Chairperson at 7:05 pm. In attendance: Roy Bouffard, Cornelia Downes, Mark Halloran, Evelyn Rowley and Deb Shurberg as well as Gina Parisi, Exec. Director/Rsc. In addition, three residents were in attendance as was the owner of D&M Caretaking Mike's Plowing.

The Secretary report from the December 14, 2009 meeting was reviewed. The minutes were unanimously approved with one revision which was to include Kristen Davilla's name as the Town Municipal Agent.

RSC/MANAGEMENT

- There has been no additional word from the State regarding the status of the RSC funds, despite the fact that they had indicated they would provide information to all Housing Authorities with RSC positions by the end of December, 2009.
- 3 residents are currently receiving services at outside facilities/hospitals and are not staying at Eldridge.
- All residents that Gina was aware of that needed to apply to CONNPACE did so by 12/31 – Gina provided assistance as requested. May be trying to coordinate a presentation on changes to the Medicaid program with the Senior Center if there is adequate interest.
- Wamogo High School provided the residents with bus transportation to and from the Holiday Concert – Gina will send Dr. Drezek a thank you note.
- There have been a lot of service oriented drivers on the property, many speeding. Gina will continue to talk to the drivers, and if necessary the companies if the speeding is reported to her.
- Discussed the finance sheets. \$5,000 has been transferred from the STIF account to pay some of the outstanding bills as was authorized at the December meeting.
- The CD that came due in December at Thomaston Savings bank was transferred over into a new CD at Thomaston Savings Bank for a 1 year period for 1.24%.
- The Community Foundation of NW CT grant application period is coming up – applications due 3/31. Would like to apply to receive funding for the internet, newspaper, and cable. Gina would like assistance from a board member in getting the application together.

CORRESPONDENCE

No new correspondence was presented.

OLD BUSINESS

- The owner of D&M Caretaking Mike's Plowing was at the meeting to provide his proposal for yearly services including snowplowing, spring cleaning, lawn moving, and other associated services. The yearly proposal is for \$15,148.00 which is the same price as last year with the addition of 10 hours of labor for gutter cleaning, weeding, and bush trimming. Discussed proposal and fact that next year we need to renew this at an earlier date as the contract runs January to January. Mike also informed the board that he does provide other maintenance type services as well and he will include a cost schedule for these services when he submits his proposal for signature. *Cornelia Downes motioned that the Housing Authority enter into*
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- *contract with D&M Caretaking, Mikes Plowing for snowplowing and lawn maintenance for the 2010 calendar year, per the proposal provided. Roy Bouffard seconded and the motion carried unanimously*
- Installation of an electric door by Stanley will be \$2480. A second estimate from Door Control was less but did not include all of the same specifications. Gina will follow-up to see if we can receive an estimate from Door Control for the same specifications as received from Stanley Doors. If not we will likely use Stanley Doors. They need 5 to 6 weeks lead time to order the door to specifications and will install the door during normal working hours. The grant we received for the door from Thomaston Savings Bank is for \$1500 (so approximately \$1000 more in funds is needed). The additional funds could be applied for through the APTS fund. *Cornelia Downes motioned that we apply for the additional \$1000 in funds from the APTS fund so the door can be installed ASAP. Marc Halloran seconded and motion carried unanimously.* Gina will check with the Senior Center to see if they have any plans to install a similar door in the near term and investigate the possibility of getting a discount if a second door is needed and can be installed within the same timeframe at the senior center.
- Gina will prepare the necessary paperwork regarding the revised tenant guest policy, including any legal review required, for the next meeting.
- Gina has been requested to provide a deposition on 1/15/10 regarding the ongoing litigation between the Town of Morris, Morris Housing Authority, and Mr. Donald Beach due to a fall Mr. Beach had on a sidewalk in the Eldridge Complex.
- Cheryl Goode of CHFA was at Eldridge in October to do a general site visit. It was her first visit here and overall she had a good impression. Recommended that the Tenant selection policy be on file in the MHA office. Also that we continue to apply for grants to get funding required.
- Gina's Job Description (Housing Management Agreement Executive Director Job Description) was reviewed and *Marc Halloran motioned that the management agreement be accepted with the following change: point 14 should read "The amount will be based on 20 hours per week". Roy Bouffard seconded and motion carried unanimously.*

NEW BUSINESS

- Evelyn and Gina met with the First Selectman regarding applying for a Small Cities Block Grant. The First Selectman now seems more receptive to this and recommended a meeting with L. Wagner & Associates. Block grant applications are due on 5/31 and we would like to apply for new hot water heaters, roofing, emergency system, site work, etc (all of the things we currently have in our 5 year plan will be incorporated). L. Wagner & Assoc. will be on the property this Friday 1/15 to do a walk through.
- Had an alarm malfunction where because a tenant had moved out that was the autodial for DSE and DSE was never notified that the phone was disconnected and the new phone line was not designated as an autodial to DSE, DSE did not receive the alarm notification. In addition, when a resident called DSE to report the alarm there was miscommunication about where the call was coming from and DSE indicated they did not have alarm oversight for that facility. We are working to ensure this will not happen again and the new resident's phone line has now been designated as a DSE autodial. In addition, all residents received instructions from Gina regarding the proper notification method for use when calling DSE.
- Gina Parisi prepared a draft of the Management Plan (Budget) for the upcoming year. The Board reviewed the draft plan and provided suggested modifications that Gina will incorporate and email to all Board members for final approval so it can be signed and submitted by the end of January.

RESIDENT INPUT

- No resident input provided.

The meeting adjourned at 9:25 p.m.

Respectfully submitted,

Deborah Shurberg, Secretary