

**HARWINTON HOUSING AUTHORITY-REGULAR MEETING-
WEDNESDAY-NOVEMBER 16, 2016**

ATTENDEES: Larry Adkins, Lynne Bobroske, Harry Buck, David Eylers, Mary Heltke and Sharlise McDuffie. **Absent:** William Gangloff

CALL TO ORDER: At 10:05am by Chairman, David Eylers.

ADMINISTRATOR'S REPORT: A printed copy was presented and studied. Mary Heltke read the Administrator's report starting with the financials and the budget and open invoices. Details on the MPR loan was reviewed and inspections will be reviewed after the Thanksgiving holiday of each apartment to designate the usage of the loan approval funds for the maintenance schedule to be completed during this winter season.

New office hours for Sharlise McDuffie will be Tuesday and Thursday from 8:00am to 4:00pm and will be posted.

Lynne Bobroske made a motion to accept the Administrator's report, motion was seconded, voted on and passed unanimously.

SECRETARY'S REPORT: A printed copy of the Minutes of the Regular Meeting on October 19, 2016 was presented and studied. Harry Buck made a motion to accept the Minutes as printed. Motion was seconded, voted on and passed unanimously.

TREASURER'S REPORT: Balance as of 10/31/16 was \$13,090.50. The audit has been completed and all the necessary paperwork has been signed by the Chairman, David Eylers and the treasurer, William Gangloff of the Harwinton Housing Authority. Larry Adkins made a motion to accept the Treasurer's Report. Motion was seconded by Harry Buck, voted on and passed unanimously.

OLD BUSINESS: Discussion of the fall cleanup and ground maintenance. NW Lawn Care, LLC has been awarded the contract for another year to do the snow removal in the winter season and grass cutting and landscaping services for the spring, summer and fall season. A monthly payment schedule has been arrangement.

NEW BUSINESS: Larry Adkins asked about purchasing a new front door with glass in it to bring in more light to his apartment space. Presently all the front doors of the apartments are a solid door. Harry Buck mentioned that a new insulated storm door will achieve additional light within the apartment. Chairman, David Eylers agreed and the tenant will be able to purchase a new insulated storm door if they would like.

ADJOURNMENT: At 11:00 Harry Buck made a motion to adjourn. It was seconded, voted on and passed unanimously. Next scheduled meeting will be on December 21, 2016.

Respectfully submitted, Lynne Bobroske

RECEIVED FOR RECORD AT HARWINTON CT
ON 11/22/16 AT 11:29AM
ATTEST NANCY E. ELDRIDGE TOWN CLERK