

HARWINTON HOUSING AUTHORITY-REGULAR MEETING-
WEDNESDAY-APRIL 19, 2017

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

CALL TO ORDER: At 11:43am by Chairman, David Eylers.

ADMINISTRATOR'S REPORT: A printed copy was presented and studied.

Sharlise McDuffie read the Administrator's report starting with the financials, the account payables, open invoices and the replacement reserves.

Mary Heltke gave a presentation on the pricing and timeline of the Capital Needs Assessment.

The scope of work needing to be completed at Wintergreen Senior Housing was spread out over a seven year period, combining many different detailed line items into a smaller quantity of 10 (ten). The spreadsheet of the interior and exterior repairs with a proposed cost were discussed.

The main discussion was on the site improvements consisting of repairing the drainage at the southern end of the property and paving this saw cut area. Three bids were presented to the board and after discussion it was determined that one bid written from Gilbert Construction needed to have additional detailed description of the work proposed.

Sharlise McDuffie completed the Administration's report and brought to the board's attention that two vacancies were coming up at the end of April.

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

SECRETARY'S REPORT: Prior to the presentation of the secretary's report, Lynne Bobroske stated that a correction needs to be made from last month's meeting on March 22, 2017 to reflect that it was a special meeting and not a regular meeting as the minutes read.

Harry Buck made a motion to accept the correction of last month's Minutes as printed. Motion was seconded, voted on and passed unanimously.

A printed copy of the Minutes of the Meeting on Wednesday, March 22, 2017 was presented and studied. Harry Buck made a motion to accept the Minutes. Motion was seconded, voted on and passed unanimously.

TREASURER'S REPORT: Due to William Gangloff being absent from this meeting, a treasurer's report was not given.

OLD BUSINESS: The time table of work on the drainage area was discussed using the funds from the MPR loan now that three bids were presented. Mary Heltke will be meeting with Susan Gregware, a USDA Supervisor, next week Monday to question her on how the funds combined for site work/roadway asphalt/sealing/stripping can be used as one line item to do the necessary work at the southern end of the development on the drainage repairs and driveway asphaltting.

NEW BUSINESS: A letter written by Chairman David Eylers was presented to the board for discussion. This letter was addressed to First Selectman, Michael Criss to support the proposed need of senior housing in the Town of Harwinton. It was signed by all board members and will be hand delivered to the First Selectman's office. The town meeting will be Tuesday, April 25, 2017 at 7:00pm and all members and staff of EHM should attend.

ADJOURNMENT: At 12:50 pm Harry Buck made a motion to adjourn. It was seconded, voted on and passed unanimously. Next scheduled meeting will be on May 17, 2017 at 11:30am.

Respectfully submitted, Lynne Bobroske

RECEIVED FOR RECORD AT HARWINTON CT
ON 04/24/17 AT 8:30 AM
ATTEST NANCY E. ELDRIDGE TOWN CLERK