

**HARWINTON HOUSING AUTHORITY-REGULAR MEETING-
WEDNESDAY-SEPTEMBER 20, 2017**

ATTENDEES: Larry Adkins, Lynne Bobroske, David Eylers, William Gangloff, Mary Heltke and Danielle DellaVecchia. **ABSENT:** Harry Buck.
Guest: Josie Albertson-Grove from the Torrington Register Newspaper

CALL TO ORDER: At 11:35am by Chairman, David Eylers.

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

Mary Heltke, The Regional Manager for Elderly Housing Management read the Administrator's report starting with the financials, the account payables, and the replacement reserves.

Mary spoke on how Danielle DellaVecchia the new property administrator of Wintergreen Senior Housing has been getting the community on track with monthly meetings and gatherings with the residents. Larry Adkins stated that "she has been a busy girl".

Mary discussed the budget which will be presented at the next board meeting. The subject of the Thomaston Savings Bank grant written up by Tammy Lutz, EHM Property Manager, but the application was denied and Wintergreen Senior Housing was ineligible. All re-certifications are current and working on the waiting list update. Discussion on the two vacant apartments that currently are being renovated and the bidding for work to be completed.

Mary spoke on a new resident handbook that an addition of housekeeping and apartment inspection will be added to the existing handbook. This will include service call request, paperwork needed to fill for a request of service, accessibility of Egress within an apartment, etc. This handbook will be presented to residents but a commission vote will be needed. The board decided to do a telephone vote since the handbook was presented but each board member wanted adequate time to review. A telephone call will be placed by each board member within the next week with their decision if to adopt this handbook. William Gangloff 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 Wednesday, June 21, 2017 was presented and studied.

William Gangloff made a motion to accept the Minutes. Motion was seconded, voted on and passed unanimously.

TREASURER'S REPORT: Balance as of 9/11/17 was \$14,890.50. Larry Adkins made a motion to accept the Treasurer's Report. Motion was seconded by Lynne Bobroske, voted on and passed unanimously.

OLD BUSINESS: Chairman, David Eylers handed out the work order from Harwinton Paving and a drawing of the work completed at the end of August on the road at the southern end of the driveway leading to the dumpster area. The detailed drawing clearly states the materials used for pipe, size of stone, locations of catch basins, depths of concrete silos, asphalt amount and topsoil locations. Larry Adkins mentioned that with his home is close to the work construction, he was able to watch the process the work being completed and stated that the job was done on a timely bases. Mary Heltke stated that the bill was just received, sent to the corporate office and typically paid within 60 days.

NEW BUSINESS: NONE

ADJOURNMENT: At 12:15 pm William Gangloff made a motion to adjourn. It was seconded by Larry Adkins, voted on and passed unanimously. Next scheduled meeting will be on October 18, 2017 at 11:30am.

Respectfully submitted, Lynne Bobroske

RECEIVED FOR RECORD AT HARWINTON CT
ON 09/27/17 AT 10:59AM
ATTEST NANCY E. ELDRIDGE TOWN CLERK