

HARWINTON HOUSING AUTHORITY-REGULAR MEETING-
WEDNESDAY-September 19, 2018

ATTENDEES: Lynne Bobroske, Harry Buck, David Eylers, Danielle DellaVecchia, and Charlotte Mochak. Absent: William Gangloff

CALL TO ORDER: At 11:30am by Chairman, David Eylers.

ADMINISTRATOR'S REPORT: A printed copy was presented and studied. Danielle DellaVecchia, Property Administrator read the Administrator's report starting with the account payables, and the replacement reserves, the August financials were not ready at this time. The balance sheets included the June, July and August, the three reports were presented all at this meeting since there is not any meetings held during July and August. All the recertification's are current. There are presently two vacant apartments at this time and estimates are being taken to complete the necessary work to bring them up to accessibility standards. All maintenance requests and service calls which have been minimal have been keep up during the summer months. Currently, Danielle DellaVecchia has been interviewing for a new superintendent, and is pending on hiring a new person within the next several days who is very knowledgeable on the maintenance of rental apartments. Charlotte Mochak made a motion to accept the Administrator's report, motion was seconded by Harry Buck, voted on and passed unanimously.

SECRETARY'S REPORT: A printed copy of the Minutes of the Regular Meeting on Wednesday, June 20, 2018 was presented and studied. Harry Buck made a motion to accept this notice. Motion was seconded by Charlotte Mochak, voted on and passed unanimously.

TREASURER'S REPORT: Mr. Gangloff had submitted a printed report prior to the meeting since he was not able to attend the meeting. Balance as of August 1, 2018 was \$15,067.96. Lynne Bobroske made a motion to accept the Treasurer's Report. Motion was seconded by Harry Buck, voted on and passed unanimously.

OLD BUSINESS: Danielle DellaVecchia spoke on the renovations of the two vacate apartments and the bidding process that she is presently holding. With the 52 applicants presently on the waiting list she will begin to send out letters to the interested parties by October 1st to see who is still interested. Mr. Harry Buck questioned if they are removed from the waiting list if they do not respond to this letter. Danielle explain that the next process if no response with the first notice letter a second letter is mailed certified and after three weeks if still no response then the name is removed from the waiting list.

NEW BUSINESS: Danielle DellaVecchia spoke on how she attended the Torrington Chamber of Commerce Meet and Greet. A pamphlet was presented to the board on the annual membership drive and Wintergreen Housing a non-profit, the fee would be \$225.00. The discussion was tabled to next months meeting when all the members should be present to discuss this membership. The board also discussed the usage of the money in the Treasurer's report. The two ideas mentioned was one for the generator at the Skinner House to be an automatic start, testing is completed every three or so days automatically as a test to make sure all operations are a go and the other was for a "portable building" for the tenants to store their seasonal items verses using the Skinner House basement. Again, this was tabled to next month's meeting.

ADJOURNMENT: At 12:05 pm Lynne Bobroske made a motion to adjourn. It was seconded by Harry Buck, voted on and passed unanimously. Next scheduled meeting will be on Wednesday, October 17th at 11:30am. Respectfully submitted, Lynne Bobroske

RECEIVED FOR RECORD AT HARWINTON CT

ON 9/24/18 AT 8:30am

ATTEST TOWN CLERK

Janet Bayan