

Minutes of Monthly Meeting on September 20, 2011

Tuesday – TIME: 7:30 P.M.

1. **Roll Call:** Chairman Folker called the meeting to order at 7:30pm. Steve Galinat, Dave Kovarovics, Terry Galipeau and Linda Yanke were present. Public present: Eleanor Geiling, William Cunningham, Patricia Boutin, Irma Kuchinsky, Sandy Labrecque, Sandy Cady, Diane Sauer, and Linda Reilly and Joe Gagne.
2. **Minutes:** The Minutes of the Monthly Meeting of August 16, 2011 were reviewed. A motion to accept the Minutes was presented by Chairman Folker. Commissioner Galinat moved first, Commissioner Yanke seconded the motion.
3. **Director's Report:** Director Miller stated that Chubb Fire Protection was here on 9/12/11 to inspect the main valve for the sprinkler system. At this time the cause of the recent malfunctions seem to be condensation which has built up over time. Director Miller will continue to research other fire protection companies to maintain our system.
4. **Public to be heard:** Joe Gagne stated several concerns over the recent power outage due to Hurricane Irene. The main concern is the elevator not working when there is no power. Several tenants were stranded on the second floor during the week due to the elevator not working. Other concerns mentioned were that no lights work in the apartments and all the tenants lost food in their fridge. The commissioners agreed to research possible solutions which include having the elevator run off the generator. Director Miller will work with Joe Gagne to find out if this is possible and if so what costs are associated with this. They will report back to the Commissioners in October.
5. **Financial Report:** Chairman Folker made the motion to approve the financial report for September. Commissioner Galinat moved first, Commissioner Kovarovics seconded the motion.
6. **Correspondence:** Director Miller stated that funds for the RSC program will remain the same as last year. Commissioner Folker read a letter from the Babcock Library inviting us to be part of a new display at the library about Ashford. Director Miller will fill out the information for the brochure and send it to the library.

- 7. Business:** Commissioner Kovarovics stated that the crab apple trees in the front of the building need to be pruned. Commissioner Kovarovics also stated that we should place a sign by the oil fill this winter to help locate the oil cap in the snow and hopefully help keep it clear of snow. Director Miller will work on both issues. The topic of raising the base rent this fiscal year was also presented. The proposal was to raise the base rent by thirty (\$30) to \$445 per month. The proposed increase would take effect December 1, 2011. This increase would help to cover the rising cost of utilities and allow the Housing Authority to increase our reserve funds. At this time the Commissioners agreed to wait until the next fiscal year, which would cause less of an impact on the tenants. The Housing Authority will continue to do the best it can to increase the reserves during this year.
- 8. Adjournment:** Motion to adjourn by Chairman Folker at 8:45 p.m. Commissioner Galipeau motioned first, Commissioner Yanke seconded and the motion carried.

Submitted:

Jessica Miller