

**HOUSING AUTHORITY OF THE TOWN OF COLCHESTER**  
**MINUTES REGULAR MEETING**  
**MARCH 21, 2024**

The Regular Meeting of the Board of Commissioners of the Housing Authority of the Town of Colchester was called to order at 7:43 p.m.

Commissioners Present:	Marion Spaulding, Chairperson Janet LaBella, Member Denise Salmoiraghi, Treasurer Michael Dankiw, Tenant Commissioner Jeff Mastriano - Member
Commissioners Absent:	None
Guests Present:	Past Executive Director R. Gustafson (2)
Staff Present:	Consultant: Interim Executive Director – K. Haddad Resident Services Coordinator – A. Hutchins

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COLCHESTER, CT  
2024 MAR 26 AM 11:55  
Gayle Furman  
TOWN CLERK

Public Time: (Comments/discussion will be limited to 3 minutes per person) - None.

Approval of Meeting Minutes, Regular Meeting February 15, 2024: Members reviewed the meeting minutes from the Regular Meeting, February 15, 2024; there were no questions, comments, or concerns.

**Commissioner LaBella moved to approve the Regular Meeting Minutes, February 15, 2024, as submitted; seconded by Commissioner Salmoiraghi. All Commissioners voted in favor. So, moved.**

Administration Report: A. Hutchins reported on the vacancies, maintenance, the waiting list, Affirmative Fair Housing Marketing Plan, and Training. There are currently 5 vacancies (1 at Dublin/3 at Ponemah, which does not include D20 and 1 at Breeds Tavern). There are two (2) units with a 4/1/24 move in date. The waiting list has 24 applicants for Dublin/Ponemah and 2 applicants for Breeds. Maintenance work orders generated this month were 23, with 21 completed. CHA Truck is still on site. There was no discussion this month, discussion to be continued regarding the truck. A. Hutchins will draft the Affirmative Fair Housing Market Plan for submission to DOH and CHFA. A. Hutchins participated in a training session at DOH – “Training Opportunity to all ERAP and RSC Programs Participants,” March 4, 2024, via TEAMS. A. Hutchins will participate in a training session sponsored by CONN NAHRO presented by DOH Representative Tawney Pho regarding 2024 Rent Certification in State Sponsored Housing on Tuesday, March 26, 2024, from 9:30 am – 3:00 pm (cost \$95). A. Hutchins and M. Dankiw will participate in a CONN NAHRO 2024 Fair Housing conference scheduled for April 24, 2024, 9:30 am – 3:00 pm to be

held at the Holy Trinity Greek Orthodox Church, Waterbury. Topics regarding the basics of fair housing will be presented. (Cost is \$125.00 per person)

Management/Consulting Reporting:

K. Haddad update

- Staffing – E. Mulcahy continued to assist with Snow Removal and has helped with cleaning apartments to ready them for occupancy. F. Renninger is no longer employed by CHA; N. Langworthy has been helping with painting units.
- Applications are being processed, landlord references, background checks and verifications of income/assets is ongoing.
- Jason Nowosad, Building Official, has revoked his sign off on the Building Permit due to a complaint, Jason Nowosad was onsite to investigate Unit 20 for mold – which there was no mold observed. Unit 20 needs to be completed to receive a Certificate of Occupancy which will be forwarded to the Auditor to finalize the Cost Certification. DOH has been updated regarding the situation. Due to the fact there were Home Program Funds used there is an additional Federal Audit that needs to be completed.
- DEF will mobilize to do electrical work in Unit 20 on April 1 and the work should take approximately two (2) days.
- Breeds Tavern Priority Needs Funding for Urgent Items application has been submitted to CHFA for Smoke Detector/Carbon Monoxide Detector Combo Units (22 residential units – 66 devices); Mold Remediation (unit 15) and funding for performing a Capital Needs Assessment and an Environmental Phase I which will be needed for future application of CDBG Funding.
- Legal action against (2) residents at Breeds Tavern (March 4 summons date) is progressing. One vacant unit at Breeds Tavern will be shown to a potential applicant.
- The furnaces at Breeds Tavern are scheduled to be cleaned starting April 9<sup>th</sup> – April 15<sup>th</sup>. The replacement of the furnace at Unit 11-2 is scheduled for April 16<sup>th</sup>.
- The sink hole at Ponemah, quote received from Shorts – to be discussed under Other Business.
- A. Hutchins and M. Dankiw will attend Fair Housing Training in April.
- The Generator relocated from Taylor Road - NO update.
- The Generator at Dublin Village needs to be serviced.
- Shorts Landscaping has submitted a proposal for Spring Cleanup/Summer Lawn Maintenance and Fall Clean up at Breeds Tavern.
- Recertification packages are being returned and the information is being input into the new computer software.
- Snow Removal for 2024 – 2025 – Members discussed preparing an RFP to distribute – early to get some competitive quotes for this season.

Resolution: Approve Write Offs of Vacated Tenants – Accounts Receivable: Members reviewed and discussed the list of write offs at Dublin/Ponemah Village and Breeds Tavern.

**Resolved: The Colchester Housing Authority Board of Commissioners approves the Write Off of Vacated Tenants; Commissioner Salmoiraghi moved the Resolution; seconded by Commissioner Mastriano. All Commissioners voted in favor. So, moved.**

Resolution: Approve Base Rent Increases at Dublin and Ponemah Village for FYE 06.30.2025: Members reviewed and discussed the Notice to Residents dated February 29, 2024 (increase effective date July 1, 2024) that was distributed to all residents notifying them of a rental increase. While the board can approve an increase, the final approval must come from CHFA.

**Resolved: The Colchester Housing Authority Board of Commissioners approves the Base Rent Increases at Dublin and Ponemah Village; Commissioner Salmoiraghi moved to approve the Resolution; seconded by Commissioner LaBella. All Commissioners voted in favor. So, moved.**

Resolution: Approve Base Rent Increases at Breeds Tavern for FYE 06.30.2025: Members reviewed and discussed the Notice to Residents dated February 29, 2024 (increase effective date July 1, 2024) that was distributed to all residents notifying them of a rental increase.

**Resolved: The Colchester Housing Authority Board of Commissioners approves the Base Rent Increases at Breeds Tavern; Commissioner Salmoiraghi moved the Resolution; seconded by Commissioner LaBella. All Commissioners voted in favor. So, moved.**

Resolution: Approve Policy on Elderly Rental Assistance (ERAP) Admissions to the Program: K. Haddad updated members; CHA never instituted a resolution regarding DOH Notice 2022-1 dated July 15, 2021, for ERAP unit turnover. Members reviewed and discussed a copy of the DOH Notice 2022 -1 dated July 21, 2021.

**Resolved: The Colchester Housing Authority Board of Commissioners approves immediate implementation of DOH Notice 2022-1 dated July 15, 2021, this policy applies to Dublin & Ponemah Village. Upon turnover of a unit involving a participant in ERAP, assistance will be offered to another resident who is in financial need. Existing residents will be placed on a waiting list based on the ratio of income used for their rent, the highest ration being offered first. If there are multiple residents with identical needs, then residential seniority (time of occupancy) will be utilized. If there are multiple residents with identical needs AND identical seniority – then a public lottery will be held; Commissioner Salmoiraghi moved to approve the Resolution as outlined above; seconded by Commissioner Mastriano. All Commissioners voted in favor. So, moved.**

#### Other Business

- February - March 2024 Consulting Services Invoice was reviewed and approved by the board for payment.
- Members reviewed the quotes submitted by Shorts Landscaping (Shorts to contact CBYD) #EST4432699 dated March 8, 2024, to repair the sinkhole and provide drainage at Ponemah in the amount of \$4,634.67; work to be completed the first week in April and will take

approximately 2 days to complete. Also, the proposal submitted by Shorts Landscaping to provide landscaping services at Breeds Tavern for the 2024 season in the amount of \$9,000 (8 installments April – November 2024 \$1,125) dated March 8, 2024.

**Commissioner Salmoiraghi moved to approve Shorts Landscaping Quote #EST4432699 dated March 8, 2024 to repair a sinkhole and provide drainage at Ponemah Village in the amount of \$4,634.67; seconded by Commissioner Dankiw. All Commissioners voted in favor. So, moved.**

**Commissioner LaBella moved to approve Shorts Landscaping Proposal to provide Landscaping Services at Breeds Tavern for the 2024 season in the amount of \$9,000 dated March 8, 2024; seconded by Commissioner Dankiw. All Commissioners voted in favor. So, moved.**

- Service is needed on the tractor(s) located at Dublin and Ponemah Village. Members agreed to have staff reach out to John Deere in town and ask them to provide pricing for the needed services for each tractor, John Deere to pick up tractors and transport to their shop.
- Draft Breeds Tavern Lease Agreement was tabled until next month for more time to review.
- An alternate to relieve Commissioner Dankiw when he is out of town is still needed.
- Members discussed the approval of renewing the current Administrative Services Agreement between CHA and Willimantic Housing Authority and agreed to extend the agreement for an additional 12 months, which will be suspended in the event a new CHA ED is hired. K. Haddad will work to transition any new hire. CHA to advertise for the Executive Director position.

Executive Session (Employment Matters):

**Commissioner Salmoiraghi moved to enter into Executive Session to discuss employment/legal matters; seconded by Commissioner Dankiw. All Commissioners voted in favor; so, moved.**

**Executive Session ended at 9:05 pm.**

Public Time: **None**

Adjournment:

**Commissioner Salmoiraghi moved to adjourn the meeting; seconded by Commissioner Mastriano. All Commissioners voted in favor; so, moved. The meeting was adjourned at 9:10 p.m.**

Respectfully submitted,

*Marion K. Spaulding*

Marion Spaulding, Chair

