



Minutes

The Colchester Housing Authority met on June 20, 2019 for its monthly business meeting at Dublin Village. In attendance were: Janet LaBella Chairperson, Marion Spaulding Vice Chairperson/Secretary, Denise Salmoiraghi, Kate Forcier, Michael Dankiw, Tenant Commissioner and Robert Gustafson Executive Director.

The meeting was called to order at 7:01 PM

The meeting minutes for May 2019 were reviewed: a motion was made by Denise and seconded by Marion to accept the minutes as submitted: the motion passed unanimously.

The financial statements for May 2019 were reviewed: a motion was made by Kate and seconded by Denise to accept the statement as submitted: the motion passed unanimously.

Additions to the agenda - none.

Public Comment – none.

Communications

A deluge of communications with regard to the SSHP grant, which is soon to cease, as the closing is near. Eagle Environmental is submitting a new ACM abatement proposal to the Architect for the new kitchen exhaust fans in the older section of Dublin and the removal of the existing floor tile adhesive in the community room, rest room and storage closet. Rob received in an email that as soon as one of the DOH employees returns from vacation the Pre-Development loan final payment will be issued. Rob had to have the surveyor re-write the property boundary description to the latest survey map as the original was nearly eligible for a cost of \$175.00 even though nothing has changed. Bid Notice, the DOH recommended I check with the Town to see if they would post the notice on the DAS website for us. Rob met with the First Selectman on 6-18-19, the Town is willing to help if we cannot post it to the DAS site ourselves.

Report of the Executive Director

An employee of the company that did the SCBG finally came to finish the top soil and seeding on 6-3-19. That completed the contract, now we can process the final payment of 10,230.06.

It's insurance renewal time, our workman's comp decreased again this year by \$1,300.00 for never having a claim. Our auto insurance coverage increased by \$142.00. I received the statement of values for our property coverage and have a question for the carrier to answer before signing it. The gentleman of the new couple who just moved in at Dublin came in to complain that the first night here caused him to sleep later than he ever has in his life. He and his wife are delighted to join our community. There is still one upstairs unit to be leased at Ponemah Village. Dublin Village is fully occupied and we have 64 qualified applicants on the waiting list.





Breeds Tavern report:

7-4, one of the units recently vacated has been leased to a new family for August 15th. The family will be painting the unit themselves. The unit also needs both bathroom exhaust fans replaced, new carpet on the first floor, sheet vinyl flooring replaced at the lower entry, a baseboard heater replaced, a kitchen light replaced and the oil tank filled. On 6-13-19 I was notified by the family in 3-2 that they will be out by the end of the month. This unit is in move in condition and will be leased to the second family approved to move in. The first of six applications sent out have been received complete and will be forwarded to the selection committee for approval. I have contacted a plumber and a garage door company to complete needed repairs to occupied and vacant units. On the 24th and 25th of June Retro-Cool energy will be performing their energy audit/ blower door test and air sealing on the four units whose residents volunteered their units. This testing will show what improvement can be made and how much the utilities will chip in. Re-Certifications are nearly complete. The 14th was the deadline to provide their information. A few are lagging behind. The Co-op's President expressed her concern that I am taking away the E-Boards power by making these decisions on my own as property manager.

DUBLIN VILLAGE OFFICE 300 LEBANON AVENUE
COLCHESTER, CONNECTICUT 06415
(860) 537-5251
FAX (860) 537-5856

Report of the Tenant Commissioner:


Michael reported that there have been some parking issues at Dublin Village, notices will be sent to residents.

Unfinished Business - None

New Business

The Executive Director asked Kate Forcier to work with the E Board of Breed's Tavern on their current standard operating procedures as a Co-op. There was discussion regarding the original documents that residents received when the Co-op was created. Kate to contact Mike Santoro to get a copy. Jan stated that she would like to see the Breed's Tavern Board function with a simplified set of operating policies and procedures to add more structure to their current operations as a Co-op. Kate agreed to take on this task, Rob stated that the E Board meets the first Monday of each month at Dublin Village at 6 pm and all residents of the Co-op are required to attend the monthly meeting of the 2nd Monday of each month at the Town Hall at 6 pm.

A Motion to adjourn the meeting by the Chairperson at 7:48 pm – unanimously accepted.

Respectfully submitted, *Marion Spaulding* 

Marion Spaulding
Vice Chairperson

CC: Town Clerk

