



DUBLIN VILLAGE OFFICE 300 LEBANON AVENUE  
COLCHESTER, CONNECTICUT 06415

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## Minutes

The Colchester Housing Authority met on February 20, 2020 for its monthly business meeting at Dublin Village. In attendance were: Janet LaBella: Chairperson, Marion Spaulding: Vice Chairperson/Secretary, Kate Forcier, Michael Dankiw: Tenant Commissioner and Robert Gustafson Executive Director. Denise Salmolraghi: Treasurer was excused.

The meeting was called to order at 7:01 PM

The meeting minutes for January 2020 were reviewed: a motion was made by Kate and seconded by Michael to accept the minutes as submitted: the motion passed unanimously.

The financial statements for January 2020 were reviewed: a motion was made by Kate and seconded by Michael to accept the statement as submitted: the motion passed unanimously.

**Public Comment - None**  
**Additions to the agenda – none.**

## Communications

Rob contacted Eversource, DOH, CHFA HDT, QAM, Thomaston Comfort and DEF regarding heat pump replacement with through wall units while the siding is removed. There is room within the SSHP grant funding but this wasn't within the original scope. Rob is sending in more information as it becomes available. There is a chance this may be included. Submittals continue to flow. The permits are being reviewed. Electricians have come out to survey the scope and some small changes are being worked out. Actual work should start soon. Rob sent the DOH BT proposed budget on 1-28-20. M. Santoro called on 1-30-20. He asked that we send C. Keune our QB record from the beginning, we did and have not heard from her. He also recommended the CHA Board send BT a letter asking to see a marked improvement in operations within thirty days. Our auditor came out on 2-17-20 to work with Brian to correct the RAP and RSC recording errors made by our previous bookkeeper. Brian and our new bookkeeper made the corrections this morning. Rob shared a notice from Mary Bylone, First Selectman to Board Members regarding the upcoming FOI workshop on March 3, 2020 at 6 pm at the Town Hall.

## Report of the Executive Director

The Fire Marshalls inspection of Dublin and Ponemah was performed on 1-29-20. Due to the resident in Dublin Unit # 15 having a hoarding situation Rob was instruction to turn off the power to the baseboard heaters. The resident proclaimed he should have a larger unit and will be contacting his attorney. At Ponemah a resident had stored a couch in the stairwell until it could be hauled to the dump. Overall the Fire Marshall stated that this was the best inspection yet. Forty seven re-certifications have been completed. Rob will push residents to get the rest done. A Ponemah resident has moved to the VA Home in Rocky Hill. The apartment will be emptied by the end of the month. This unit has been well cared for and should turn over quickly. The Ponemah resident evicted has packed, paid up the cable bill, paid Februarys rent but still owes the rent for December and January. Seven applications have been sent out since our last meeting and there are 65 qualified applicants on our waiting list.





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**At Breeds Tavern:**

The E-Board meeting was held here on 2-3-20 and the Co-op meeting was held at Town Hall on 2-10-20. About half of the members required to attend actually attended. The maintenance committee is deciding if they may be able to do some work in the vacant unit. A family may be moving out at the end of the month. A resident, who is way in arrears called because he bought a dishwasher, was having it installed and THERE ARE NO HOOKUPS! This resident was previously notified the all past due balances are due by March 11th 2020 to avoid being evicted. I reached out to our insurance carrier regarding liability of BT residents causing damage during the course of their duties. I was advised that they are not covered. They recommended that they get their own separate insurance.

**Report of the Tenant Commissioner:**

Michael reported that things are "still quiet".

**Unfinished Business**

The resident at Ponemah Village who was to reimburse CHA for her half of a broken window entered into a four installment repayment plan with Rob, she has made one of four payments to date. Any issues with the 2018 Audit, performed by Costello and Company, have been resolved.

**New Business**

A resident at Dublin Village has requested a family member move in, Rob received a letter from a physician, but there was not enough information provided to make a determination, Rob to send the physician a follow up notification asking for the proper information to be provided with regard to any health issues, as CHA is an independent living facility.

Motion to adjourn the meeting was made by Kate and seconded by Michael, meeting adjourned at 7:48 PM – unanimously accepted.

Respectfully submitted, *Marion Spaulding*

Marion Spaulding  
Vice Chairperson/Secretary  
CC: Town Clerk

