

RECEIVED  
COLCHESTER, CT  
123 AUG 22 AM 9:27  
Arlene Freeman  
TOWN CLERK

**HOUSING AUTHORITY OF THE TOWN OF COLCHESTER**  
**MINUTES REGULAR MEETING**  
**AUGUST 17, 2023**

The Regular Meeting of the Board of Commissioners of the Housing Authority of the Town of Colchester was called to order at 6:58 p.m.

Commissioners Present:	Marion Spaulding Janet LaBella Michael Dankiw
Commissioners Absent:	Denise Salmoiraghi
Guests Present:	Atty. Kenneth R. Plumb, Metzger Lazarek & Plumb LLC
Others Present:	Residents: (3) Dublin Village and (1) Ponemah Village
Staff Present:	Resident Services Coordinator – A. Hutchins

Approval of Minutes:

Commissioner LaBella moved to approve the minutes of the July 20, 2023; seconded by Commissioner Dankiw. All Commissioners voted in favor. So, moved.

Approval of Financial Statements:

The monthly financial statement (income/expense report) was not submitted; therefore, the review and approval of the financial statement was tabled.

CHA TD Bank Account signatories were discussed; Commissioner LaBella has agreed to remain as a signatory on the accounts. Verification that Commissioner Salmoiraghi is a signer on the accounts will be made. Commissioner Spaulding will be added as a signatory to all accounts and any other signatories (i.e., Rob Gustafson) on all accounts will be removed.

**Motion by Commissioner LaBella regarding all CHA bank accounts held at TD Bank; seconded by Commissioner Dankiw; Commissioner(s) LaBella and Salmoiraghi will remain as signatories; Commissioner Spaulding will be added as a signatory and all other signatories listed on all accounts will be removed. All Commissioners voted in favor. So, moved.**

Public Comment:

Residents from (3) Dublin Village attended the meeting. A Ponemah Resident attended the meeting to request a unit transfer – but did not have the appropriate documentation for members to review.

Additions to the Agenda: None

Communications:

Commissioner Spaulding shared communications received from Penny Fisher, CHFA Asset Manager during an onsite visit, Wednesday, August 9, 2023. Communications included Wait List Advertisement template, State of CT Records Retention Schedule, CHA Local Housing Authority Commissioners Directory (to be updated and submitted on an annual basis – CHA last updated and submitted 5/22/22), Information regarding CHFA oversight of rental housing with printouts of financial due dates for 7/1 annual budget (due to CHFA by 4/30), quarterly reports (which are currently outstanding) for 12/31 (due to CHFA 1/31) and 6/30 (due to CHFA 7/31) and audits which are due every 2 years. The 6/30/21 & 6/30/22 audit was due by 12/31/22 – this audit has not been performed by the CPA at this time.

Director's report: NONE

Tenant Commissioner's Report:

The Tenant Commissioner reported that there was a clogged toilet at Ponemah Village, which was successfully resolved. Members discussed the need to re-create an "on call" list of vendors. Higgins Electric has been on site to review the generator monthly "exercise cycle", functioning properly. The "back up" Tenant Commissioner is Lou DelPivo, who will be available for times when Commissioner Dankiw is out of town.

Unfinished Business:

As part of the CHA administrative procedures review; draft job descriptions were distributed for Board Members to review last month – this task is ongoing. Other information distributed this month for members to review and for future approval are: 1) CHA Workplace Bullying Definition/Policy and 2) CHA Code of Conduct for Board Commissioners and CHA Staff.

Breeds Tavern: Board members will be preparing/creating an operational budget, Commissioner Spaulding discussed this with Penny Fisher, CHFA Asset Manager. Notices were NOT sent out to residents as voted on at the May 2023 Board Meeting. Therefore, the rental increase will not begin September 1, 2023 (base rate \$550).

New Business: New Executive Director Search Update

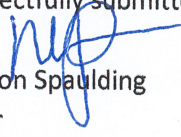
Members discussed the search for an interim/new Executive Director; Commissioner LaBella and Commissioner Spaulding will work on creating advertising for this position. CHFA has offered resources and local housing authorities have been contacted to work with CHA staff in the interim. Members discussed the return of CHA property that is currently not on the property.

Executive Session – N/A

Adjournment:

Commissioner LaBella moved to adjourn the meeting; seconded by Commissioner Dankiw. All Commissioners voted in favor; so, moved. The meeting was adjourned at 7:35 p.m.

Respectfully submitted,

  
Marion Spaulding  
Chair

