



Minutes

The Colchester Housing Authority met on October 17, 2019 for its monthly business meeting at Dublin Village. In attendance were: Janet LaBella: Chairperson, Marion Spaulding: Vice Chairperson/Secretary, Denise Salmoiraghi: Treasurer, Kate Forcier, Michael Dankiw: Tenant Commissioner and Robert Gustafson Executive Director.

The meeting was called to order at 7:05 PM

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

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

Public Comment – none.

Additions to the agenda – none.

Communications

The electronic transferring of funds from the DOH/ State Comptroller to our administration account has been set up and tested with a penny deposit. RFP #2 for RSC funding in the amount of 3,750.00 has been submitted and will be electronically transferred to the administration account. Going forward RAP will also be electronically transferred. The SSHP budget revision has been finalized, signed and submitted on 10-15-2019 along with RFP #1 for the amount of 443,745.30. Upon approval an award of contract / notice to proceed will be sent to DEF services. Our eviction attorney has been contacted and "Kapa" pre-termination notices are being sent to two residents at Ponemah who can't seem to adhere to rules, there will be a 15-day period to correct the issues. Hartford Steam Boiler is the insurance claim adjuster for the power surge that ruined three of the heat pumps at Dublin Village. They have accepted the loss and will cover up to 11,852.00 for the replacement of these units and will be sending an advance payment. A mold inspection was performed in a unit at Dublin Village and found to have NO mold.

Report of the Executive Director

Our audit is still in progress. Our long-time bookkeeper Angel Costello is retiring to Florida. Angels last visit was earlier today. Kara Bowen, a CPA from Columbia was present to see just what's required to provide us with bookkeeping services. Kara came highly recommended and has submitted a very good résumé. We are fully occupied and there are 64 qualified applicants on our waiting list. Fall cleanup has begun.





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

At Breeds Tavern:

Their E- Board meeting was held on 10-7-19 and Co-op meeting on 10-14-19 here at Dublin Village. Both meetings were well attended. A vote to have the furnaces and water heaters serviced was passed. A vote was also passed to have Shorts Landscaping provide snow plowing/ sanding services. Unit 11-4 has been leased. Unit 11-5 remains vacant; Brian and Alex may begin renovations keeping track of time and materials used to be reimbursed to CHA from Breed's Tavern. The new street lights were installed on 9-30-19. Weatherization improvements, air sealing, lighting, insulation and water saving measures will begin on 10-28-19. Certified mail was sent to three residents in arrears informing them that past amounts due must be paid by November 10th to avoid notices to quit. CPA Brian Borgerson prepared and submitted the 2018 income tax return for the co-op. He expressed his concerns of the transfer from DeMarco Management to the CHA and is forwarding accounting records; Rob will forward the 2018 tax return to Mike Santoro with comments.

Report of the Tenant Commissioner:

Michael reported that things are as quiet as a mouse

Unfinished Business

Kate has sent the link for Brian's certification to Rob.

New Business - None

A Motion to adjourn the meeting was made by Kate and seconded by Denise, meeting adjourned at 7:50 PM – unanimously accepted.

Respectfully submitted, *Marion Spaulding*

Marion Spaulding
Vice Chairperson
CC: Town Clerk

