



Minutes

The Colchester Housing Authority met on November 21st 2019 for its monthly business meeting at Dublin Village. In attendance were: Janet LaBella: Chairperson, Michael Dankiw: Tenant Commissioner, Kate Forcier and Rob Gustafson: Executive Director.

The meeting was called to order at 7:01 pm.

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

Public comment- none

Additions to the agenda- None.

Communications

The DOH/ State comptroller incorrectly transferred RSC funding to the Development Expenditures account, the amount of 3,750.00 was transferred to the administration fund.

RFP #1 for the SSHP grant was electronically deposited correctly to the Development Expenditures account for the amount of 443,746.00. The amount due to CHA of 18,979.31 was transferred to the administration account. The Pre-Dev repayment of 193,340.00 was sent to the DOH on 11-13-19 along with payments to Our Architect 16,765.31, The Title insurance co. 8,629.00, Our SSHP Attorney 7,491.00 and Eagle Environmental 1,095.00. Oh what a relief to get these long due bills paid.

Our eviction attorney has been notified to proceed with NTQ for the two residents who received KAPA notices.

Directors Report

The three heat pumps damaged by a power surge have been replaced; our insurance has paid in full minus the deductible of 1,000.00. One of these blew out again on 11-12-19. The service company will be replacing the unit in warranty and will be adding an external surge protector.

The SCBG closeout audit was performed on 10-29-2019 at Town Hall.

Rob met with the construction company "DEF services" on 11-4-19 to review the plans and timeline of the upcoming SSHP phase two improvements to Dublin Village.

The Kick off meeting, contract signing and notice to proceed will be Tuesday the 26th at 10:00am.

Our Audit is still in progress. CHFA has requested the auditor to expedite its completion.

Our new bookkeeper Kara Bowen reconciled all accounts on 11-18-19.

A Dublin resident passed away on 10-22-19. The apartment was cleaned, painted, a new stove was installed and the unit was leased for 11-15-19

We remain fully occupied and still have 64 people on the waiting list.

All equipment has been readied for winter weather.

On 10-23-19 Rob contacted our ISP because of e mail issues with the computer. A corruption was discovered and eliminated. Rob does not keep anybody's personal information nor any information that could be vulnerable to unruly outside forces stored on the computer. We now have a higher grade firewall, advanced e mail, banking and ID protection.

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At Breeds Tavern

Their E-Board meeting was held here at Dublin on 11-4-19 and Co-op meeting on 11-14-19.

The weatherization improvements have been completed. Residents can already feel the difference. All furnaces and water heaters have been inspected, cleaned and serviced. Two water heaters were replaced. Two refrigerators' were also replaced.

Two of three residents sent certified mail regarding arrearages have caught up one of which is now a month ahead. The third has made a payment arrangement.


Report of the Tennant Commissioner

Michael reported that all is well and the seasonal hibernation has begun. It has become very quiet due to the falling temperatures.

Unfinished Business – none.

New Business – none.

A motion to adjourn the meeting was made by Michael and seconded by Kate, the meeting adjourned at 7:39 pm.

Respectfully submitted, 

Robert Gustafson
Executive Director

CC. Town Clerk

