

HOUSING AUTHORITY OF THE TOWN OF COLCHESTER
MINUTES REGULAR MEETING
JULY 20, 2023

The Regular Meeting of the Board of Commissioners of the Housing Authority of the Town of Colchester was called to order at 6:59 p.m.

Commissioners Present:	Marion Spaulding Janet LaBella Denise Salmoiraghi Michael Dankiw
Commissioners Absent:	None
Others Present:	(6) Residents: (3) Ponemah Village & (3) Breeds Tavern
Staff Present:	Resident Services Coordinator – A. Hutchins

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Approval of Minutes:

Commissioner Salmoiraghi moved to approve the minutes of the June 22, 2023; seconded by Commissioner LaBella. All Commissioners voted in favor. So, moved.

Approval of Financial Statements:

The monthly financial statement (income/expense report) was not submitted as requested by the Board of Commissioners at the June meeting. *Financial Statement to include annual budget amounts and MTD/YTD columns for review.* Therefore, the approval of the financial statement was tabled until the correct format is submitted for review.

Public Comments:

Residents from (6) units attended the meeting. (3) residents from Ponemah and (3) residents from Breeds Tavern.

A resident of Ponemah was present to lodge a complaint about the traffic signage, upon entering the property the one-way traffic sign is located approximately 3' above the ground and is not visible, which creates a traffic safety issue upon entering the property. Speed is also a concern. This resident also suggested that the recycle bins be relocated to a location where they are less visible upon entering the property and this resident made a general observation that the turnover of units at Ponemah is very lengthy and that units seem to remain empty for a long period. Another resident at Ponemah was present to comment on the fact that the lawn is not being mowed on a consistent basis, like it has been in the past, and very often the grass is very high, with some areas being extremely overgrown; this resident also shared a negative interaction with another resident. The RSC requested that residents

please contact her with any interaction to document. The last resident who attended from Ponemah also lodged a complaint about the traffic in the parking lot and the residents/visitors who use excessive speed while driving on the property.

(3) residents from Breeds Tavern were present to discuss the Notice to Quit they received. One of the residents stated that they had entered into a repayment agreement with Rob Gustafson, who was in the office covering for Brian, but did not have the agreement in writing, although the resident has continued to honor the agreement. Another resident stated that they were now current and asked how to move forward with the legal aspect.

Additions to the Agenda:

None

Communications:

Brian Gustafson was absent from the meeting but submitted a written report for Commissioners to review.

Director's report:

Brian Gustafson was absent from the meeting but submitted a written report for Commissioners to review.

In summary:

ERAP and CHFA budget were approved – the CHFA budget was distributed to the Board members for review.

No Change - Dublin Village Retaining Wall – the Executive Director has not, but will, follow up with Shorts Landscaping on the delivery of materials purchased.

No Change - Fire Alarm Panel – Still not resolved.

Trees at Ponemah – may need to be removed.

Vacant Units – 7 vacant units at Dublin Village and 5 vacant units at Ponemah Village.

List of directives issued to Executive Director by the Board of Commissioners dated June 26, 2023, was reviewed, and discussed by the Board regarding timeline and performance.

Tenant Commissioner's Report:

The Tenant Commissioner reported that there was a lock out at Dublin Village. There was discussion regarding the generator, which is supposed to be performing a monthly "exercise cycle"; this will be researched. The Board discussed instituting a "back up" Tenant Commissioner 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 and make comments at the monthly business meeting next month.

Breeds Tavern: Board members discussed the need to prepare/create an operational budget. Notices were to be sent out to residents in anticipation of the rental increase beginning September 1, 2023

(base rate \$550) as voted on at the May 2023 Board Meeting. The residents who were present during Public Comment stated, to date, they have not received any notice of increase.

New Business:

CHA Maintenance List was distributed to Board Members for review and discussion.

The suggestion of having a special meeting, an additional night per month in addition to the regular business meeting, for the next two months, to allow additional meeting time to navigate transitioning Breeds Tavern to a rental property was discussed.

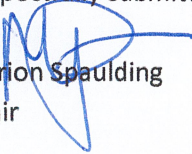
Commissioner Spaulding made a motion to accept the CHFA 2023/2024 budget, seconded by Commissioner LaBella. All Commissioners voted in favor. So, moved.

Executive Session – N/A

Adjournment:

Commissioner Salmoiraghi moved to adjourn the meeting; seconded by Commissioner LaBella. All Commissioners present voted in favor; so, moved. The meeting was adjourned at 8:41 p.m.

Respectfully submitted,


Marion Spaulding
Chair

