

**HOUSING AUTHORITY OF THE TOWN OF COLCHESTER**  
**MINUTES SPECIAL MEETING**  
**SEPTEMBER 28, 2023**

The Special Meeting of the Board of Commissioners of the Housing Authority of the Town of Colchester was called to order at 6:08 p.m.

Commissioners Present:	Marion Spaulding, Chairperson Janet LaBella Denise Salmoiraghi Michael Dankiw
Commissioners Absent:	None
Guests Present:	None
Others Present:	None
Staff Present:	Consultant: Interim Executive Director - Kim Haddad Resident Services Coordinator – A. Hutchins

RECEIVED  
COLCHESTER, CT  
2023 OCT 10 PM 1:20  
Gayle Furman  
TOWN CLERK

Public Time: No Public Attended

Administration Report: A. Hutchins reported showing a unit at Dublin Village – (3) other applicants to follow with showings of vacant units. A. Hutchins and K. Haddad will review leasing package for new residents. Members discussed the vacancies and agreed that some of the current vacant units require very little work to be prepared for leasing. CHA staff to review and create a maintenance work order to move forward. A. Hutchins reported receiving a small educational rebate check from Anthem Blue Cross and an insurance invoice for Auto/Property Insurance that will need to be processed for payment immediately. Onsite contact personnel were identified; K. Haddad will update the authorities. Members reviewed the Notice to Quit sample form. In closing, K. Haddad gave a status update regarding the new PHA Software package.

Approve Rent Collection Policy & Legal Fee Schedule: K. Haddad reviewed the Rent Collection Policy and updated members on the new state statute regarding late fees effective 10.1.2023. M. Spaulding reached out to Atty Loo Dahlke for legal services regarding housing/tenant matters, who provided her fee schedule which will be incorporated into the CHA Rent Collection Policy. Atty. Dahlke will be forwarding an engagement letter for her services for the board to review at the next regular meeting in October. Members discussed the Rent Collection Policy and Legal Fee Schedule to be attached to the policy.

**RESOLVED: Commissioner LaBella moved to approve the Rent Collection Policy and Legal Fee Schedule; seconded by Commissioner Salmoiraghi. All Commissioners voted in favor. So, moved.**

Discussion and Possible Action: Approve Accounting Services: Members reviewed a draft agreement for accounting services from John S. Sullivan, C.P.A, 92 High School, Medford, MA. These services would be to provide the CHA with monthly/quarterly/semi- annual and annual income and expense financial reports (budget vs actual) for all projects, which includes assisting in budget preparation. There was discussion by members of the fact that the required quarterly/annual reports for CHFA and DOH have not been submitted since 2021. These severely overdue required reports could impact CHA funding. The monthly cost for preparing these financial reports is \$300 (Dublin & Ponemah) and \$200 (Breeds) for a total of \$500 monthly. Members agreed this is a necessary service and **tabled** for more review until next month.

Discussion and Possible Action: Approve Meeting with Residents of Breeds Tavern: K. Haddad will be meeting with DOH/CHFA staff to review a plan for Breed's Tavern moving forward. Members discussed scheduling a meeting at CHA Dublin Village Conference Room for Breed's Tavern Residents to attend – this meeting will outline clear guidelines for moving forward with rent and the rent collection policy/legal fee schedule. An inspection of each unit also needs to be scheduled for CHA staff to enter units for inspection of premises.

**RESOLVED: Commissioner LaBella moved to approve the scheduling of a Breeds Tavern Resident Meeting to be held at CHA Dublin Community Room; seconded by Commissioner Dankiw. All Commissioners voted in favor. So, moved.**

Approve RAP Requisitions: DOH ERAP Requisition #1 of #2 was reviewed and executed; K. Haddad to submit to DOH for processing.

**RESOLVED: Commissioner Spaulding moved to approve and execute DOH ERAP Requisition #1 of #2; seconded by Commissioner LaBella. All Commissioners voted in favor. So, moved.**

Approve RSC Reportings: Members were informed that the CHA 2023/2024 RSC funding was not approved, due to the lack of submitting quarterly reports. Members reviewed quarterly reports for period ending 03.31.2023 & 06.30.2023 and YE narrative report period ending 06.30.2023, prepared by A. Hutchins and K. Haddad. These will be submitted to DOH, this will allow the current fiscal year (2023/2024) RSC funding to be approved.

**RESOLVED: Commissioner Spaulding moved to approve and submit RSC quarterly reports for period ending 03.31.2023 & 06.30.2023 and YE narrative report period ending 06.30.2023 to DOH in order to received RSC funding for 2023/2024; seconded by Commissioner Salmoiraghi. All Commissioners voted in favor. So, moved.**

Approve Tenant Selection Plan: Members reviewed the Tenant Selection Plan Booklet distributed by K. Haddad. **Tabled** for more review until next month.

Approve Request for Proposals for Snow Removal Services at Dublin and Ponemah Village: Members reviewed the RFP for Snow Removal Services, minor revisions are to be incorporated, M. Spaulding will make the revisions and forward to A. Hutchins for distribution to the contractors identified at the previous meeting.

**RESOLVED: Commissioner Spaulding moved to approve and distribute the revised RFP for Snow Removal Services at Dublin & Ponemah Villages; seconded by Commissioner LaBella. All Commissioners voted in favor. So, moved.**

Executive Session: Commissioner Spaulding moved to enter into Executive Session to discuss legal matters; seconded by Commissioner LaBella. All Commissioners voted in favor. So, moved.

Adjournment:

**Commissioner LaBella moved to adjourn the meeting; seconded by Commissioner Dankiw. All Commissioners voted in favor; so, moved. The meeting was adjourned at 7:26 p.m.**

Respectfully submitted,

*Marion K. Spaulding*

Marion Spaulding  
Chair

