

HOUSING AUTHORITY OF THE TOWN OF COLCHESTER
MINUTES REGULAR MEETING
OCTOBER 19, 2023

The Regular Meeting of the Board of Commissioners of the Housing Authority of the Town of Colchester was called to order at 7:03 p.m.

Commissioners Present:	Marion Spaulding, Chairperson Janet LaBella Denise Salmoiraghi Michael Dankiw
Commissioners Absent:	None
Guests Present:	Residents of Dublin Village (4), Residents of Ponemah Village (2), Bacon Academy Students – AP US Government Studies Class (2)
Others Present:	Former Executive Director/Wife (2)
Staff Present:	Consultant: Interim Executive Director - Kim Haddad Resident Services Coordinator – A. Hutchins

RECEIVED
COLCHESTER, CT
2023 OCT 30 AM 8:41
Gayle Furman
TOWN CLERK

Public Time:

Residents of Dublin Village shared concerns about the upcoming snow removal of the property, painting of the vacant units and residue of dog droppings on the grass. Residents of Ponemah Village shared concerns about unit transfer requests and “peaceful living” as outlined in their lease agreement. The Board of Commissioners/Staff assured residents that the snow removal contractor will be in place for the 2023-2024 winter season, vacant units are being painted by Maintenance Staff ahead of resident move-ins and the Pet Policy will be reviewed.

Commissioner LaBella moved to take the agenda out of order and enter into Executive Session to discuss legal matters; seconded by Commissioner Salmoiraghi. All Commissioners voted in favor. So, moved.

Executive Session:

Commissioner LaBella moved to come out of Executive Session at 7:53 pm and resume the regular business agenda items; seconded by Commissioner Salmoiraghi. All Commissioners voted in favor. So, moved.

Administration Report: A. Hutchins reported on the vacancies, waiting list update, and attending the Affirmative Fair Housing Marketing Plan seminar at CHFA presented by Penny Fisher. There are currently 24 applicants on the waiting list, 33 applicants were purged in September and three units are available and will be rented by next week.

Commissioner LaBella moved to add the approval of the September 28, 2023, Special Meeting Minutes to the agenda; seconded by Commissioner Salmoiraghi. All Commissioners voted in favor. So, moved.

Discussion and Possible Action: Approve Special Meeting Minutes, September 28, 2023: Members reviewed the meeting minutes from the Special Meeting, September 28, 2023; there were no questions, comments, or concerns.

Commissioner LaBella moved to approve the Special Meeting Minutes, September 28, 2023, as submitted; seconded by Commissioner Dankiw. All Commissioners voted in favor. So, moved.

Financial Reporting: Profit/Loss statements for CHA/Breeds Tavern (with YTD Actual, Annual Budget & Variance columns) for the period July – September 2023 was distributed, reviewed, and discussed by members/staff. 1st ERAP payment has been received.

Resolution: Approve Paid Invoices – September 2023 - Cash Disbursement spreadsheet was distributed, reviewed, and discussed by members/staff.

BE IT RESOLVED: Commissioner LaBella moved that the following Voucher Checks (September 2023) are approved: CHA \$40,954.59 and Breeds \$3,729.45; seconded by Commissioner Salmoiraghi. All Commissioners voted in favor. So, moved.

Discussion and Possible Action: Approve Accounting Services: Members had tabled this item from last month for more time to review. John S. Sullivan, C.P.A, 92 High School, Medford, MA has submitted a proposal for accounting services to provide monthly/quarterly/semi- annual and annual income and expense financial reports (budget vs actual) for all projects, which includes assisting in budget preparation. 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.

BE IT RESOLVED: Commissioner LaBella moved that the proposal, previously submitted by John J. Sullivan, \$500 monthly for accounting services be approved; seconded by Commissioner Salmoiraghi. All Commissioners voted in favor. So, moved.

Discussion and Possible Action: Approve Tenant Selection Plan: Members tabled this item from last month for more time to review. Commissioners reviewed the Tenant Selection Plan Booklet and made comments – small revisions regarding transfers and the rejection of unqualified applicants were discussed; questions were answered by K. Haddad regarding Housing Choice Vouchers (Section 8).

BE IT RESOLVED: Commissioner LaBella moved that the previously submitted Tenant Selection Plan, with agreed upon revisions, be approved; seconded by Commissioner Dankiw. All Commissioners voted in favor. So, moved.

Discussion and Possible Action: Approve Personnel Policy: Members reviewed the Personnel Policy distributed by K. Haddad. **Tabled** for more time to review until next month.

Resolution: Approve Meeting Schedule for 2024 - Members reviewed the meeting schedule for 2024; meetings to remain on the third Thursday of each month at 7pm at Colchester Housing Authority, Dublin Village. This information will be provided to the Town Clerk for posting/filing.

BE IT RESOLVED: Commissioner Salmoiraghi moved to approve the CHA Meeting Schedule for 2024 as submitted; seconded by Commissioner Dankiw. All Commissioners voted in favor. So, moved.

Discussion and Possible Action: Approve Request for Proposals for Snow Removal Services at Dublin and Ponemah Village: Members discussed the RFP for Snow Removal Services that was distributed. A. Hutchins reported that eight (8) RFPs were sent out; four (4) contractors have declined; one (1) contractor was interested but does not currently have the equipment needed to provide the services. Shorts Landscaping, who currently provides snow removal services at Breeds Tavern, has submitted a proposal for Dublin/Ponemah – for plowing ONLY – not clearing/sanding the sidewalks. CHA does own snowblowers at each property. A. Hutchins will reach out to the remaining contractors who were solicited to see if they have any interest. **Tabled** until October 30, 2023. Members will review any additional proposals that are received and move forward with a decision NO LATER than October 30, 2023.

Discussion and Possible Action: Approve Budget for Breeds Tavern: K. Haddad distributed a budget and Colchester/Lebanon DOH Program rent limits based on HUD FMR's (effective 4/2023) at Breeds Tavern for members to review. DOH has commented that the property does fall under the SSHP, budget to be submitted to Mike Santoro as requested upon approval. K. Haddad has distributed re-certification packages to all residents – recertifications for residents at Breeds has not been completed since 2020-2021. K. Haddad held a meeting onsite at Breeds Tavern on October 17, 2023 – nine (9) families attended.

RESOLVED: Commissioner LaBella moved to approve the Breeds Tavern FYE 6/30/2024 Budget as submitted; seconded by Commissioner Dankiw. All Commissioners voted in favor. So, moved.

Commissioner LaBella moved to add to the agenda - the approval of the proposal of Pacaha Law, LLC dated September 29, 2023; seconded by Commissioner Salmoiraghi. All Commissioners voted in favor. So, moved.

Discussion and Possible Action: Approve and Execute Engagement Letter from Pacacha Law, LLC:

Members reviewed and discussed the proposal for legal services provided by Pacacha Law, LLC dated September 29, 2023. Members agreed that fees and expenses were acceptable.

RESOLVED: Commissioner LaBella moved to approve and execute the Engagement Letter from Pacacha Law, LLC for legal services at CHA/Breeds Tavern as submitted; seconded by Commissioner Salmoiraghi. All Commissioners voted in favor. So, moved.

Other Business: (Truck Sale, Work Orders, Daily Time Sheets, CHFA Training, Consulting Services):

- Ms. Hutchins updated members on the status of the CHA truck for sale – the truck will be moved to the front of Dublin Village for better exposure from the road and an advertisement will be posted in Auto Trader for a cost of \$50.
- CHA Work Order Form was distributed and reviewed by members.
- Daily Time Sheets are being utilized by staff.
- Penny Fisher at CHFA has suggested training for A. Hutchins, board members agreed that A. Hutchins should attend suggested training and that the cost will be borne by CHA/Breeds Tavern.
- September 2023 Consulting Services Invoice was reviewed and approved by the board for payment.
- Breeds Tavern vacant units are being renovated.
- A. Hutchins reported that a dumpster is coming to clean out unit #27; Stula has presented a quote to remove the Generator from Taylor Road; the resident at Ponemah who needed the appliance changed has been completed; damage done in D4 will be charged to the resident; and the Dublin retaining wall work has been completed by Shorts Landscaping and it looks amazing!!

Executive Session: **Commissioner LaBella moved to enter into Executive Session to discuss CHA business matters; seconded by Commissioner Dankiw. All Commissioners voted in favor. So, moved.**

Members came out of Executive Session at 8:57 and moved to Adjourn.

Adjournment:

Commissioner LaBella moved to adjourn the meeting; seconded by Commissioner Dankiw. All Commissioners voted in favor; so, moved. The meeting was adjourned at 9:03 p.m.

Respectfully submitted,

Marion K. Spaulding

Marion Spaulding

Chair

