

**HOUSING AUTHORITY OF THE TOWN OF COLCHESTER**  
**MINUTES REGULAR MEETING**  
**MAY 25, 2023**

The Regular Meeting of the Board of Commissioners of the Housing Authority of the Town of Colchester was called to order at 6:58 p.m.

Commissioners Present:	Marion Spaulding Denise Salmoiraghi Michael Dankiw Kate Forcier
Commissioners Absent:	Janet LaBella
Others Present:	Brian Gustafson, Executive Director Robert Gustafson, Grant Representative

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2023 JUN - 8 AM 8:33  
*Gayle Furman*  
GAYLE FURMAN  
TOWN CLERK

Approval of Minutes:

Commissioner Spaulding moved to approve the minutes of the March 16, 2023, amended to include the election of Marion Spaulding as Chair and Denise Salmoiraghi as Secretary, meeting; seconded by Commissioner Forcier. All Commissioners voted in favor. So, moved.

Approval of Financial Statements:

Commissioner Forcier moved to approve the bills lists; seconded by Commissioner Salmoiraghi. All commissioners voted in favor. So, moved.

Clarification was obtained from Mr. Robert Gustafson to the Chair about Kara, the bookkeeper who began working for us shortly after our previous bookkeeper set up the construction accounts, in terms of number of hours and differentiation of tasks she performed vs. what Mr. Brian Gustafson does.

It was suggested that deposits be made daily, and that cash not be accepted.

Public Comments:

One tenant submitted a request for an accommodation to transfer to an apartment without stairs. Request approved.

Additions to the Agenda:

None

Communications:

Mr. Brian Gustafson summarized from his April board notes since the April meeting was cancelled.

Mr. Gustafson reported that discussion continued with Penny Fisher, of CHFA, regarding financials and was resolved. He reported that she told him the remaining \$2,199, which will be verified, from the RFP could be paid to staff, the board agreed that the remaining funds should be equally distributed to staff.

He reported the town invoiced the CHA for sewer but that was resolved upon review of expense as well as the Housing Authority charter with the town.

He also reported about an interaction regarding termites entering a unit at Dublin Village, which led to a phone discussion with Planning & Zoning about a termite complaint, the exterminator was on site to resolve.

Director's report:

Mr. Brian Gustafson reported on the updated duties of the tenant commissioner and RSC. He reported that further clarification regarding the RSC duties is not perceived to be necessary at this time and requested the RSC have training opportunities.

He reported on the Dublin Village Retaining Wall, after paying a retainer to the contractor for materials in April, he hasn't heard from them nor reached out to them, Brian will follow up with the contractor to inquire about the material delivery and potential start date.

The inspection of alarms was not completed due to issue with a tenant.

He reported on the vacant units. Ten percent of Dublin Village is vacant. Ten percent of Ponemah Village is vacant.

He reported that, due to his back injury, he was unable to use the floor machine to refinish floors but would be teaching Alex. He reported that he would be creating a document detailing the process.

Discussion was held on when applicants were contacted regarding upcoming apartments. It was recommended the applicant be contacted as soon as a unit was vacant, leaving time to update the paperwork and get them ready for a move, even if an exact date could not yet be determined.

Breeds Tavern. Mr. Brian Gustafson reported on his meeting with Mike Santoro which Marion also attended. Mr. Brian Gustafson reported he was pleased to finally connect the missing pieces of the conversation that he has inquired about numerous times; and reported to the board that we now have a clear path forward for the Breeds Tavern.

Six residents (27% of total) were reported to be severely (\$1,380-\$10,692) behind on rent. Mr. Brian Gustafson provided balance details and repayment agreements as the first step of this process. He was instructed to serve NTQ on all who had not accepted a repayment agreement.

Tenant Commissioner's Report:

No report.



#### Unfinished Business:

None

#### New Business:

Mr. Brian Gustafson reported on an unexpected invoice amount from the alarm testing vendor, due to their using the number of devices from the old vendor, when the number went from 98 to 372 after the renovation.

Commissioner Spaulding stated that The Colchester Housing Authority needs to close out the grant with the Department of Housing, pay DEF \$9,807.76, request additional back up, labor and materials, for an invoice for mobilizing (without proper notification to the tenants) for \$4,092.35. She will contact DOH on this. The completion of "poor workmanship issues will require contacting DOH about additional funding to complete the project, as the remaining \$20,000, with an estimated \$6k budgeted for the audit, would not be sufficient.

Board members requested the vacancies be cleared up. (Mr. Brian Gustafson explained that Alex and Andie are on it!)

Board members requested all tenants behind in rent be served NTQs. There was also discussion about a notice to the residents at Breed's Tavern notifying them that the property is no longer functioning as a co-operative, and will be converted to rental housing. Mr. Robert Gustafson informed the board that those notices went out nearly two years ago. There was not a decision as to whether we should resend these notices due to the timeframe. She requested Mr. Brian Gustafson, per Mike Santoro, create a rent structure set based on 80% AMI, set a base rent, and create an operational budget. Commissioner Forcier moved to set the based rent at \$550 effective September, giving sufficient time to recalculate rents based on current income; seconded by Commissioner Spaulding. All Commissioners present voted in favor; so, moved. Mr. Brian Gustafson notified the Board of the advisement to have an attorney review our current lease, rules, and regulations; and suggested that it would be wise to hire a housing attorney, based on this insight, to review and revise both Breeds and The Colchester Housing Documents at the same time.

Commissioner Spaulding requested Mr. Gustafson contact Project CPA, Chuck Costello, to let him know the grant was resolved and obtain a signed cost certification.

#### Executive Session.

Commissioner Spaulding moved to enter into Executive Session to discuss legal matters, seconded by Commissioner Salmoiraghi. All Commissioners present voted in favor; so, moved.

Mr. Gustafson reported on the eviction of the individual at Ponemah Village, 4-25-2023, hostile interaction, suspected dangerous items found in the unit reported to local authorities. The board requested Mr. Gustafson contact the attorney to determine if the tenant who violated her stipulated agreement should be billed and given an opportunity to pay prior to putting her in non-compliance with the stipulated agreement.

Commissioners' Comments:

None.

Adjournment:

Commissioner Forcier moved to adjourn the meeting; seconded by Commissioner Salmoiraghi. All Commissioners present voted in favor; so, moved. The meeting was adjourned at 9:40 p.m.

Respectfully submitted,

Kate Forcier  
Secretary

