

HOUSING AUTHORITY OF THE TOWN OF COLCHESTER
MINUTES REGULAR MEETING
JUNE 22, 2023

The Regular Meeting of the Board of Commissioners of the Housing Authority of the Town of Colchester was called to order at 6:54 p.m.

Commissioners Present: Marion Spaulding
Janet LaBella
Denise Salmoiraghi
Michael Dankiw
Kate Forcier

Commissioners Absent: None

Others Present: None

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Approval of Minutes:

Commissioner Forcier moved to approve the minutes of the May 25, 2023; seconded by Commissioner Salmoiraghi. 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. Discussion by commissioners to request a monthly financial statement (income/expense report) at future meetings. Financial Statement to include annual budget amounts and MTD/YTD columns for review.

Public Comments:

Two tenants submitted a request for an accommodation to transfer; one request was for an apartment without stairs at Ponemah Village and the other request was for a unit that is larger at Dublin Village. Both requests were denied. The first request for a unit without stairs at Ponemah Village was denied because the documentation presented by the resident was dated April 2022; resident was advised to submit updated documents with a new request. The second request from a resident at Dublin Village for a larger unit did not provide a clear policy medical reason to justify a transfer.

Additions to the Agenda:

None

Communications:

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

Director's report:

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

In summary:

ERAP – Information needed to make an accurate determination?

Dublin Village Retaining Wall – the Executive Director has not, but will, follow up with Shorts Landscaping on the delivery of materials purchased.

Fire Alarm Panel – Executive Director to resolve.

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

Executive Director was released, regarding his WC claim, by his physician to full duty with no restrictions effective May 30, 2023.

Tenant Commissioner's Report:

No report.

Unfinished Business:

Commissioner Spaulding stated the grant is closed, DEF has been paid \$9,807.76, invoice for mobilizing for \$4,092.35 will not be paid at this time; Project CPA, Chuck Costello, has been contacted to perform final cost certification for submission to DOH.

Breeds Tavern: No update on tenants behind in rent being served NTQs or preparation of creation of operational budget.

New Business:

Administrative procedures will be reviewed for audit; i.e. timesheets of staff, use of company vehicle, work order requests and processing; photo documentation, review/update of all property leases, and instituting a harassment policy etc.

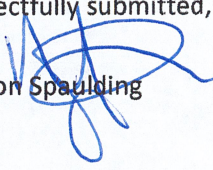
Executive Session

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

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 8:43 p.m.

Respectfully submitted,


Marion Spaulding
Chair

