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**Minutes**

DUBLIN VILLAGE OFFICE 300 LEBANON AVENUE

COLCHESTER, CONNECTICUT 06415

(860) 537-5251

FAX (860) 537-5856

2019 JUL 19 PM 4:11  
The Colchester Housing Authority met on July 18, 2019 for its monthly business meeting at Dublin Village. In attendance were: Janet LaBella Chairperson, Marion Spaulding Vice Chairperson/Secretary, Denise Salmoiraghi, Kate Forcier, Michael Dankiw, Tenant Commissioner and Robert Gustafson Executive Director. Guests Present: Carol Van Cedarfield – President of Breed's Tavern Co-Op and her son.

The meeting was called to order at 7:10 PM

The meeting minutes for June 2019 were reviewed: a motion was made by Kate and seconded by Denise to accept the minutes as submitted: the motion passed unanimously.

The financial statements for June 2019 were reviewed: a motion was made by Marion and seconded by Denise to accept the statement as submitted: the motion passed unanimously.

**Additions to the agenda**

Carol Van Cedarfield, President of the Breed's Tavern Cooperative was present for the semi-annual visit. Carol stated that Angie was also supposed to be present, but was unable to come. At last months CHA meeting, an item of new business, the Executive Director asked Kate Forcier to work with the E Board of Breed's Tavern on their current standard operating procedures as a Co-op. Kate reported that she has read the Breed's Tavern Cooperative documents. Kate stated that in order to become more familiar with the project, she would need to review the financials. Rob will provide Kate with the financials, Kate stated that the project House Rules are very good, although she will need to become familiar with how Breed's functions as a co-op and stated she would be happy to help the residents operate more effectively. There was discussion regarding the financial state of the project, Kate stated that there are two choices; stay a co-op if it is financially feasible or flip the project to a rental property, which would alleviate the cooperative management aspect of running the property. Jan asked Carol if she would be in agreement to having Kate help the organization. Jan asked if Carol felt things were improving at Breed's. Carol felt that things were improving but has some frustrations with some residents that have a "rental" mentality and don't participate as stated in the cooperative bi-laws and house rules. Carol is one of the original members of the co-op and would like to see the property remain as a co-op. Carol stated there are about 7 members (or 1/3 of the residents) who still reside at Breed's and are original members of the cooperative. Kate stated that a determination needs to be made, after reviewing the financial information, and make the decision whether to remain a co-op. There was discussion regarding the committees and what the original documents require. At this time the Maintenance Committee seems to consist of the just the chair of that committee. Kate stated that the documents call for a committee of five members, if there are not currently five members serving on the maintenance committee then Breed's is NOT operating as the documents require. Jan asked Carol for a complete list of the cooperative committees and their members. Kate stated that it is important to know if these committees are functioning as outlines in their cooperative documents. There was closing discussion regarding the two hours a month that residents are required to perform at the cooperative, this has not been adhered to, Jan stated that the residents will have to begin performing, or they will loose the Co-op. Kate stated that she will do her analysis on the financials and then a presentation can be given to the residents on where the cooperative stands and what their options are. Kate to be present at the next E Board which will meet the first Monday in August at Dublin Village at 6 pm.

**Public Comment – none.**





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### **Communications**

Thank you to the Town of Colchester for posting our Bid notice on the DAS website for us! The Bid notice was also advertised in the June 28<sup>th</sup> edition of the River East. Communications regarding SSHP have subsided as the only document left to provide to the DOH before the closing is an updated certificate of insurance from our insurance agent. (860) 537-5251 FAX (860) 537-5856

Our Attorney James Scaramozza came out on 7-3-2019 to have all the grant documents signed and witnessed. The pre-bid walk through was held on 7-3-2019 also. Our Architect Chris O'Neil and our DOH liaison Lilia Kieltyka were present. Nine Contractors came for the walk through. The bid opening will be held on 7-25-2019 @ 2:00 in the Dublin Village community building. Rob was forwarded an email sent to Art Shilosky from Dominic Carew that the SCBG monitoring/ closeout will be on 10-29-2019. Rob has not received the final pre-development payment yet and has invoices anxiously awaiting payment.

### **Report of the Executive Director**

All apartments are once again occupied as of August 1<sup>st</sup>. Rob had to process through to the tenth person on the waiting list to fill the upstairs unit at Ponemah Village. The waiting list is currently 58.

Rob requested assistance from Carl Watts, Director of energy services at Eversource regarding the replacement of two heat pumps, one at each village. Carl responded to the Ponemah Village quote an can chip in 728.00 of the 4,356.47 replacement cost and requested a new quote for the Dublin Village unit. A Ponemah Village resident complained of excessive electric bills. Rob tested all circuits for any excessive draw or loose connections. There were none, Rob contacted an electrician who stated that Rob already checked everything that he would and suggested calling Eversource to check the meter. Eversource did test the meter only to find that it was reading 1.14% lower than it should. The problem continued, Rob discovered the wrong meter was changed and contacted Eversource again. 7-15-19 A major part of the day was spent power snaking the drains in the Dublin Village laundry room

### **At Breeds Tavern:**

Curries Plumbing will be making repairs to units 3-4, 7-4 & 11-4. Unit 7-6 had a water leak on the evening of the 13<sup>th</sup>. The on-site maintenance was able to shut off the water. Rob was called the following morning and called Curries Plumbing to make the needed repairs. Our electrician has made repairs to units 3-2, 7-4, 11-4 & two street lights. The Overhead door company will be making repairs to 3-2, 3-3, and replacing the garage door on 11-4. The mowing/landscape contractor selected for the season was let go due to inadequate service. A new local contractor was selected who responded the following day to mow the hay fields for an additional \$250.00/ month. Retro Cool Energy Services completed their air door/ air sealing testing. They haven't finished the chip in calculations yet, but may be able to provide insulation to the attics, caulking, air sealing and screw in bulbs for free. The exterior lighting would be at an additional cost yet to be determined. Jan asked Rob how many delinquencies there currently are at Breed's Tavern, Rob stated that there were two residents in arrears, but they have payment plans in place.





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**Report of the Tenant Commissioner:**

Michael reported that things have been pretty quiet at Dublin Village.

**Unfinished Business - None**

**New Business - None**

A Motion to adjourn the meeting was made by Denise and seconded by Kate, meeting adjourned at 8:01 pm – unanimously accepted.

Respectfully submitted, *Marion Spaulding*

Marion Spaulding  
Vice Chairperson

CC: Town Clerk

