



## Minutes

The Colchester Housing Authority met on August 15, 2019 for its monthly business meeting at Dublin Village. In attendance were: Marion Spaulding Vice Chairperson/Secretary, Denise Salmoiraghi, Kate Forcier, Michael Dankiw, Tenant Commissioner and Robert Gustafson Executive Director. The meeting was called to order at 6:56 PM

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

**Public Comment – none.**

**Additions to the agenda – none.**

### Communications

7-19-19 Rob was asked to send the DOH a voided check from the new development expenditures account along with a direct deposit (ACH) form, a W-9 tax form, an agency vendor form and a letter from the bank to verify the routing and account #. Rob could not order checks on this account due to the fact that at that point there was a zero balance, so he deposited forty dollars from his pocket and ordered checks. As the grant administrator Rob included a note to the DOH of this swearing that he, on his honor would not write a check to himself from this account for reimbursement of this forty dollars until all is said, done and audited and an auditor informs him to do so. The SSHP bid opening day was re-scheduled to 8-5-19 to allow contractors more time to accurately bid the project. Only two firms submitted bids, Gibraltar Construction from Maryland bid \$ 1,983,000.00 and D/E/F Services Group from Griswold CT bid \$ 1,598,000.00. D/E/F is the company that completed the SCBG. We expected that more firms would submit bids as there were nine contractors at the pre-bid walk through. The bid documents are currently in the States hands. Rob received the Architects letter of approval of the bid from D/E/F as the lowest qualified bid. That the bid documents included are property prepared and that D/E/F is capable of completing the work in accordance with the construction documents.

The Housing Authority Board agreed and selected D/E/F Services Group to complete this project.

8-6-19 Rob received an e-mail from the DOH informing him that the DOH legal staff has shut the door on the time frame extension for the remaining \$ 26,760.00 pre-dev funds that is still due to the CHA. Rob spoke with the DOH on this matter and a solution is being discussed. 8-8-19 Rob received an e-mail from the St. Comptroller's office asking the legal name of the CHA as they are setting up the (ACH) account. They had us listed as CHA when we are actually HA of Colchester. 8-9-19 Rob received bills related to this grant from the title insurance company \$ 8,629.00, the Attorney \$ 5,246.00 and the architects current amount due is \$ 16K +. 7-25-19 Rob received the RSC grant approval for \$15,000.00 and submitted RFP #1 of 4 on 7-26-19 for \$ 3,750.00. 8-6-19 Rob received the RAP approval for \$ 48,144.00 once again no new residents were allowed rental assistance. RFP #1 of 2 was sent the same day for \$ 24,072.00. 7-29-19 our annual cookout was held at Dublin Village, 32 residents attended and enjoyed the festivities





**Report of the Executive Director**

DUBLIN VILLAGE OFFICE 300LEBANON AVENUE

We are fully occupied with 60 qualified applicants on the waiting list. One resident is currently at a local convalescent facility. Rob received an updated quote for the heat pump replacement at Dublin as requested by Eversource energy services of \$ 4,356.47. This unit was previously quoted 3-26-19 at \$ 3,524.72. Ever source is willing to chip in \$ 728.00 on each of the two unit's that need replacing.

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8-13-19 Brian and Alex replaced the sheet rock behind the washing machines where the flooding occurred last month at Dublin. 8-14-19 Brian and Alex helped Rob remove broken and dead trees at Ponemah Village.

**At Breeds Tavern:**

Kate has already graciously devoted a lot of time to the Co-op. The meeting with the Co-op on 8-5-19 was attended by all E board member's except the treasurer. The meeting went on for over two hours. Rob has received questions asking why the Co-op is being dissolved and other "grape vine" miscommunications. Kate reported that she has reviewed all the Breeds Tavern Cooperative formation documents/policies/procedures and that the Cooperative is currently not functioning as the documents outline. Kate listed a number of areas that are out of compliance: there are currently no policies in place for the selection committee, no formal election of officer procedures, no means of tracking mandatory monthly volunteer hours, no means of tracking vehicle information or visitors, no pet rules, the committees, as outlined in the documents, are not set up and being served by members as mandated. There are many policy and procedure areas that need attention with regard to the selection policy/occupancy policy. Kate said their House Rules are in good order, but they are not being enforced. Fines for not attending monthly meetings are not being enforced. Since CHA began overseeing the property in February 2018 there have been no security deposit increases and no management fees charged to the property. Kate recommended that the members be given a notice – that they appropriately self-manage their Cooperative, perform a Capital Needs Assessment of the property and create a budget – by a given deadline date or the property will be turned into rental housing. The Breed's Tavern monthly meeting is scheduled for Monday, August 19 at CHA at 6 PM, CHA members will attend and give a brief overview of the changes that are required in order to keep the Cooperative as a Cooperative. Retro cool energy has finalized the energy proposal. \$43,104.73 in energy saving improvements would cost the Co-op \$ 7,422.41 or if financed it would cost \$123.72 / month for 7 years, \$ 2,970.00 more to finance. CHA members agreed this would be advantageous for the Cooperative and to move forward with this proposal, this item is tabled until next month for voting.

**Report of the Tenant Commissioner:**

Michael reported that things have been pretty quiet at Dublin Village, with no complaints and the parking issue has been touch and go.

**Unfinished Business - None**

**New Business - None**

A Motion to adjourn the meeting was made by Denise and seconded by Michael, meeting adjourned at 8:08 pm – unanimously accepted.

Respectfully submitted, *Marion Spaulding*  
Marion Spaulding  
Vice Chairperson  
CC: Town Clerk

