

HOUSING AUTHORITY OF THE TOWN OF COLCHESTER
MINUTES REGULAR MEETING
DECEMBER 21, 2023

The Regular Meeting of the Board of Commissioners of the Housing Authority of the Town of Colchester was called to order at 7:01 p.m.

Commissioners Present:	Marion Spaulding, Chairperson Janet LaBella, Member Denise Salmoiraghi, Treasurer Michael Dankiw, Tenant Commissioner
Commissioners Absent:	None
Guests Present:	Residents of Dublin Village (1)
Staff Present:	Consultant: Interim Executive Director – K. Haddad Resident Services Coordinator – A. Hutchins

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2023 DEC 28 PM 2:37
Gayle Furman
TOWN CLERK

Public Time: (Comments/discussion will be limited to 3 minutes per person)

A Resident of Dublin Village shared concerns about the snow removal/deicing of the walks for the upcoming 2023/2024 winter season. The Board of Commissioners/Staff assured the resident that the snow removal contractor is in place and that the walks will be maintained during the 2023-2024 winter season – A. & E. Hutchins will be located at Dublin Village and A. Lamy will be located at Ponemah Village to perform the snow removal/deicing of the walks. There are also two (2) additional seasonal staff that will be hired (who need to complete an employment package with photo ID/SS card) to aid in the sidewalk snow removal/deicing. A. Hutchins will reach out to Shorts Landscaping regarding a snow removal plan for both villages.

Executive Session: None

Approval of Meeting Minutes, Regular Meeting November 16, 2023, and Special Meeting December 9, 2023: Members reviewed the meeting minutes from the Regular Meeting, November 16, 2023, and the Special Meeting December 9, 2023; there were no questions, comments, or concerns.

Commissioner LaBella moved to approve the Regular Meeting Minutes, November 16, 2023, and the Special Meeting Minutes December 9, 2023, as submitted; seconded by Commissioner Salmoiraghi. All Commissioners voted in favor. So, moved.

Administration Report: A. Hutchins reported on the vacancies, maintenance, the waiting list, Affirmative Fair Housing Marketing Plan, and CHFA training. There are currently 6 vacancies (1 at Dublin/5 at Ponemah, which does not include D20), with 2 showings scheduled for tomorrow and 1 unit is waiting to be cleaned. One (1) lease has been signed with a 1/1/24 move in date. The expired waiting list continues to be updated/purged: (8) remaining. The new waiting list has 25 applicants for Dublin/Ponemah and 5 applicants for Breeds. Maintenance work orders generated this month were 6, with 5 completed, the work orders were completed by Harry Stange. CHA Truck has been sold to Roger Palmer for \$42K. A. Hutchins will draft the Affirmative Fair Housing Market Plan for submission to DOH and CHFA. A. Hutchins spoke to CHA regarding training; email to be re-sent. RSC events: Thanksgiving lunch was attended by approximately 30 people (9 dinners delivered); TVCCA energy assistance work ongoing; December newsletter was created and distributed to residents; Chatham Health will conduct clinics at both villages in January 2024, flu/Covid shots and a blood pressure/diabetes clinic. December events: crafts on Mondays for 2 hours; hot chocolate on Fridays for 2 hours; puzzle building in the Community Room. A Christmas Potluck/Ugly Sweater contest with two (2) Elves had 24 residents attend (4 dinners delivered). The Board approved A. Hutchins to spend \$50 for two (2) games (Chess and Ring Toss) for the Community Room. Dublin Village lost power on Monday with the heavy wind/rains, the generator was powered on, but then did not shut down when the power was restored, Higgins Electric, who installed the generator, was contacted but refused to come to the site, Stula Enterprises came to the site and serviced the unit. A. Hutchins will reach out to Stula for a service contract, and Gano's to inquire about fuel services for the generator.

Management Reporting: Financial reporting update was distributed; members will review for content/format and make any comments at the next meeting.

K. Haddad update

- Staffing – Personnel Policy was reviewed and signed by staff on December 12, 2023. Increases in wages went into effect December 15, 2023.
- Applications have been being processed, landlord references, background checks and verifications of income/assets is ongoing.
- The Auditor is waiting for the Building Permit to be closed out and a Certificate of Occupancy issued prior to finalizing the Cost Certification. DOH has been updated regarding the issuance.
- A walk through with the Colchester Building Inspector noted that electrical panels were not properly labeled. DEF is expected to be onsite tomorrow to complete this contract work. DEF is also preparing an estimate for the unfinished work in Unit 20 for the Board to review.
- A walk through of all but two (2) units at Breeds Tavern has been completed. Many of the units have the same concerns; DOH has recommended applying for Priority Needs Funding for Urgent Items – (application attached for review/discussion); and to speak to the Town of Colchester regarding CDBG funds for other items.
 - List of respective items: Smoke Detectors taken down or missing; no carbon monoxide detectors; modifications to units making them unsafe; furnaces have not been serviced since 2018-2019; heaters at lower-level entry are not working; light fixtures are missing

- covers with exposed bulbs; windows are not operable; electrical outlets are very loose or falling out; mold issue in unit 15-2 and exterior lights are not working.
- A quote for furnace cleaning and replacing smoke detectors with a combination smoke detector/CO2 detector is attached; additional quotes will be researched (should have 3)
- Rent increases for the base rent at Breeds Tavern has been increased to \$550 effective 1/1/24. NOTE: the Board voted and approved this increase this earlier this year to take effect 6/1/23. Recertifications are ongoing. Two (2) vacant units have been completed but need to be cleaned prior to leasing; there are (2) showings scheduled.
- Snow Removal - CHA will be responsible for the walks. Salt/Sand will be stocked, salt that was delivered by Shagbark will be attempted to be returned and A. Hutchins will reach out to Gano's for a salt delivery at Dublin and Ponemah. The Snow Blower at Dublin was inspected at Gano's and found NOT to be in working condition. A. Hutchins will order a new Snow Blower from Gano's for an estimated cost of \$,1600.
- CHA Maintenance Staff will relocate the siding from the trailer so that the trailer can be utilized.
- Shorts Landscaping has completed the installation of the sign that was damaged by an applicant.
- The Verizon cell phone will be turned off.
- Request for Time Off form was reviewed and approved by members.

Resolution: Approve Addition of Administrative Assistant Job Description to be added to the Personnel Policy: Members tabled this item until next month for more time to review.

Discussion and Possible Action: Consulting Services: November 2023 Consulting Services Invoice was reviewed and approved by the board for payment.

Discussion and Possible Action - Additional Policies for Consideration: Anti-Harassment Policy and Complaint Procedures; Accident/Incident Investigation Policy and Workplace/Domestic Violence Policy. Members reviewed and discussed the additional policies for consideration previously distributed July/August.

Commissioner LaBella moved to adopt the Anti-Harassment Policy and Complaint Procedures; Accident/Incident Investigation Policy and Workplace/Domestic Violence Policy, with minor revisions; seconded by Commissioner Salmoiraghi. All Commissioners voted in favor. So, moved.

Discussion and Possible Action – Pet Policy: Members reviewed the Pet Policy and agreed it was well written and appropriate. There will be one addition under Item 6 that will read “There is to be NO FLUSHING of any pet waste”.

Commissioner Salmoiraghi moved to approve the Pet Policy – as revised - seconded by Commissioner Dankiw. All Commissioners voted in favor. So, moved.

Other Business -

Priority Needs Funding for Urgent Items application to be completed by K. Haddad for board review.

Utility Allowance at Breeds Tavern was discussed, the current Utility Allowance is \$330/monthly.

Commissioner LaBella moved to approve a revised Utility Allowance at Breeds Tavern in the amount of \$508/monthly; seconded by Commissioner Salmoiraghi. All Commissioners voted in favor. So, moved.

ADP did not deliver the payroll for the 15th until the 18th. The Board will reach out to ADP to inquire about revising the twice a month payroll to a biweekly payroll to ensure staff are paid timely.

No cash policy was discussed, some tenants do not have bank accounts, although there is a liability for CHA staff accepting cash payments and making cash deposits. This topic will be further reviewed and discussed in the upcoming months.

Executive Session: **Commissioner Salmoiragi moved to enter into Executive Session to discuss CHA legal matters/staff concerns at 8:40 pm; seconded by Commissioner Dankiw. All Commissioners voted in favor. So, moved.**

Members came out of Executive Session at 8:58 and moved to Adjourn.

Public Time: None

Adjournment:

Commissioner LaBella moved to adjourn the meeting; seconded by Commissioner Salmoiraghi. All Commissioners voted in favor; so, moved. The meeting was adjourned at 9:00 p.m.

Respectfully submitted,

Marion K. Spaulding

Marion Spaulding

Chair

