

HOUSING AUTHORITY OF THE TOWN OF COLCHESTER
MINUTES SPECIAL MEETING
DECEMBER 8, 2023

The Special Meeting of the Board of Commissioners of the Housing Authority of the Town of Colchester was called to order at 4:16 p.m.

Commissioners Present:	Marion Spaulding, Chairperson Janet LaBella, Member Denise Salmoiraghi, Treasurer Michael Dankiw, Tenant Commissioner
Commissioners Absent:	None
Guests Present:	None
Others Present:	None
Staff Present:	Consultant: Interim Executive Director - Kim Haddad

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COLCHESTER, CT
2023 DEC 14 AM 11:54
Gayle Furman
TOWN CLERK

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

No Public attended this meeting.

Executive Session: None

Discussion & Resolution: Snow Removal Consulting Services: CHA will be responsible for the walks during this 2023-2024 season. Salt/Sand has been stocked at both villages, and on-site snow removal equipment is being inspected to assure optimal running condition. Commissioner Dankiw and Alex will be working on the snow blower at Dublin on Monday, if additional maintenance is required, the equipment will be sent to Gano's for repair. CHA Maintenance Staff will relocate the siding from the trailer so that the trailer can be utilized.

Discussion & Resolution: Personnel Policy Modifications: Commissioners reviewed the Personnel Policy and Job Descriptions and made comments, K Haddad reviewed the current salary ranges/hours that staff are earning/working and updated the members with salary information from the CHFA (FYE June 2024) budget. Revisions to the policy and job descriptions will be made to reflect new salary/benefits/hours that will be incorporated into the policy and go into effect immediately for the two (2) staff members. This updated policy will ensure that staff are earning market rate salaries, while measuring accountability.

BE IT RESOLVED: Commissioner LaBella moved that the previously reviewed Personnel Policy, Including Job Descriptions, with agreed upon revisions to salaries/hours/benefits, be approved and instituted immediately; seconded by Commissioner Salmoiraghi. All Commissioners voted in favor. So, moved.

Other Business – K. Haddad update

- ED to create an Administrative Assistant Job Description for the members to review at the next meeting.
- Update on lottery waiting list (25 applications were received for Dublin/Ponemah & 5 applications were received for Breeds Tavern).
- The new CHA software continues to be rolled out; information is being input.
- The CHA Truck has been purchased by Roger Palmer for \$42K.
- Harry Stange is beginning work in Unit #25 on Monday (then moving to Unit #27), hourly rate to be charged for his work.
- Reliable Auto has presented a quote to relocate the Generator from Taylor Road to Dublin Village.

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

No Public attended this meeting.

Adjournment:

Commissioner Dankiw moved to adjourn the meeting; seconded by Commissioner LaBella. All Commissioners voted in favor; so, moved. The meeting was adjourned at 5:09 p.m.

Respectfully submitted,

Marion K. Spaulding

Marion Spaulding

Chair

