

**HOUSING AUTHORITY OF THE TOWN OF COLCHESTER**  
**MINUTES REGULAR MEETING**  
**APRIL 18, 2024**

The Regular Meeting of the Board of Commissioners of the Housing Authority of the Town of Colchester was called to order at 7:00 p.m.

Commissioners Present: Marion Spaulding, Chairperson  
Janet LaBella, Member  
Denise Salmoiraghi, Treasurer  
Michael Dankiw, Tenant Commissioner  
Jeff Mastrianni - Member

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COLCHESTER, CT  
2024 APR 22 AM 8:39  
Gayle Furman  
TOWN CLERK

Commissioners Absent: None

Guests Present: Residents of Dublin Village (5) & Residents of Ponemah Village (1)

Staff Present: Consultant: Interim Executive Director – K. Haddad  
Resident Services Coordinator – A. Hutchins

Public Time: (Comments/discussion will be limited to 3 minutes per person) 7:00 – 7:14pm

D28 – Comment on the rent increase. Resident to meet with Kim to review.

D8 – Comment about redevelopment grant work – service orders need to be submitted for anything outstanding.

D10 – Comment regarding the HVAC units (Heat Pumps); the board will discuss a maintenance service plan. Exterior lighting needs to be repaired by unit D10 and D11 - a service order to be submitted; FA System was discussed. K. Haddad will meet to follow up.

D17 – Comments about rent increase; when will residents be notified of the increase.

D3 – Comments on rent increase and notification timeline of the rent increase.

P3 – Requesting a unit transfer – submitted a medical accommodation form.

Approval of Meeting Minutes, Regular Meeting March 21, 2024: Members reviewed the meeting minutes from the Regular Meeting, March 21, 2024; there were no questions, comments, or concerns.

**Commissioner LaBella moved to approve the Regular Meeting Minutes, March 21, 2024, 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, and Training. There are currently 5 vacancies (2 at Dublin/3 at Ponemah). The waiting list has 25 applicants for Dublin/Ponemah and 2 applicants for Breeds. Maintenance work orders generated

this month were 19, with 18 completed. An Electrician is scheduled to assess and quote on the site lighting at Ponemah and provide a quote for motion sensor flood lighting for the front and the rear of the building. CHA Truck is still on site. Shorts approved proposal to perform drainage work at Ponemah to begin on April 25 (CBYD has been onsite to mark area). A. Hutchins participated in a training session sponsored by CONN NAHRO presented by DOH Representative Tawney Pho regarding 2024 Rent Certification in State Sponsored Housing on Tuesday, March 26, 2024. A. Hutchins and M. Dankiw will participate in a CONN NAHRO 2024 Fair Housing conference scheduled for April 24, 2024, 9:30 am – 3:00 pm to be held at the Holy Trinity Greek Orthodox Church, Waterbury. Topics regarding the basics of fair housing will be presented. Future training requests – class scheduled on May 8, 2024, at CHFA in Rocky Hill regarding Grant Funding (K. Haddad, A. Hutchins and M. Dankiw to attend). A. Hutchins worked with residents at Dublin to prepare the Community Garden; attended a financial savings program with 8 residents at the Colchester Senior Center (a follow up financial savings program session is planned at Dublin Village on May 21); attended the Lion's Club Night of Giving and received a \$400 donation to be used for improvements at the Ponemah Village Community Room (paint samples for voting on color choices have been distributed to residents); notified residents of an upcoming program "In the Know" at the Colchester Senior Center to learn about new programs, upcoming events/trips and special programs.

#### Management/Consulting Reporting:

##### K. Haddad update

- Staffing – E. Mulcahy continued to assist with cleaning apartments to ready them for occupancy. N. Langworthy has been painting units.
- Applications are being processed, landlord references, background checks and verifications of income/assets is ongoing.
- Unit 20 is unfinished at this time; DEF has completed the electrical work at this unit. Additional work in Unit 20 that needs to be completed include exterior insulation board; re-ordering a window and replacement of a door, to receive a Certificate of Occupancy which will be forwarded to the Auditor to finalize the Cost Certification. DOH has been updated regarding the situation.
- Breeds Tavern Priority Needs Funding for Urgent Items application has been submitted to CHFA and currently waiting for approval; this application includes Smoke Detector/Carbon Monoxide Detector Combo Units (22 residential units – 66 devices); Mold Remediation (unit 15) and funding for performing a Capital Needs Assessment and an Environmental Phase I which will be needed for future application of CDBG Funding.
- Legal process with residents at Breeds Tavern: (1) in Summary Process and (1) has a Stipulated Agreement. One vacant unit at Breeds Tavern with an anticipated occupancy date in May.
- The furnaces at Breeds Tavern were cleaned except for (2) units whose occupants would not answer the door. The replacement of the furnace at Unit 11-2 was completed April 16, 2024.
- Shorts is scheduled to complete the sink hole work at Ponemah next week, CBYD has been on site and marked the area.
- The Generator relocated from Taylor Road – A. Hutchins to contact a local scrap company for removal.

- Stula to submit a proposal to service the Generator at Dublin Village.
- Recertifications are being completed based on current information provided or a calculation based on previous years. Some residents have not returned current information and K. Haddad will continue to follow up.
- Snow Removal for 2024 – 2025 – The RFP will be updated and distributed to members for review; then generate a current list of contractors to send the RFP to, aiming for early distribution to get competitive quotes for this season.
- Elderly Rental Assistance Budget (ERAP) has been submitted to DOH for approval; there are currently 38 residents on the program; 48 residents are eligible.

Resolution: Approve Management Plan with a Base Rental Increase for Dublin & Ponemah Village for the FYE June 30, 2025. Members reviewed and discussed the proposed budget for Dublin/Ponemah Village. In addition, members reviewed the Operating Statements for eight months ending 02.29.2024 to compare YTD expenses with the projected budget. While the board can approve the Management Plan, the final approval must come from CHFA.

**Resolved: That the revised Management Plan for Dublin Village and Ponemah Village, establishing annual income and expenses of Four Hundred Forty-Seven Thousand, Two Hundred Eighty-Four Dollars and no cents; and changes to the rent schedule, be hereby adopted subject to the approval of the Connecticut Housing Finance Authority; Commissioner LaBella introduced the Resolution; seconded by Commissioner Salmoiraghi. All Commissioners voted in favor. So, moved.**

Resolution: Approve Management Plan with a Base Rental Increase for Breeds Tavern for the FYE June 30, 2025. Members reviewed and discussed the proposed budget for Breeds Tavern. While the board can approve the Management Plan, the final approval must come from DOH.

**Resolved: That the revised Management Plan for Breeds Tavern, establishing annual income and expenses of Two Hundred Sixteen Thousand, Ninety-Six Dollars and no cents, and changes to the rent schedule, be hereby adopted subject to the approval of the Connecticut Department of Housing; Commissioner LaBella introduced the Resolution; seconded by Commissioner Mastrianni. All Commissioners voted in favor. So, moved.**

Discussion and Possible Action: Review Proposed Lease Agreement – This item is tabled until next month, to allow members to review the revisions made by CHA attorney to the lease agreement.

#### Other Business

- April 2024 Consulting Services Invoice was reviewed and approved for payment by the board.
- Members reviewed and approved a medical accommodation for a resident at Ponemah Village.
- No update on the service that is needed on the tractor(s) located at Dublin and Ponemah Village.
- An alternate to relieve Commissioner Dankiw when he is out of town is still needed.

- CHA to advertise for the Executive Director position.
- A. Hutchins to send the Lion's Club a thank you note for their donation.
- M. Spaulding to research any small grant funding available at the banks/businesses in Colchester to apply for.
- A. Hutchins to request Shorts Landscaping donate mulch for the community garden.
- A. Hutchins proposed Rubber Removable Speed Bumps be installed at both villages for safety – approximate cost \$699.15 which included shipping and hardware.
- A. Hutchins reported that the internet at Ponemah Village is disabled, K. Haddad to research.
- (2) residents have cleaned/repainted the sign at Dublin Village, K. Haddad to provide exterior poly to apply for protection.

Executive Session (Employment Matters):

**Commissioner Mastrianni moved to enter into Executive Session to discuss employment/legal matters; seconded by Commissioner LaBella. All Commissioners voted in favor; so, moved.**

**Executive Session ended at 8:40 pm.**

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 8:46 p.m.**

Respectfully submitted,

*Marion K. Spaulding*

Marion Spaulding, Chair

