

**HOUSING AUTHORITY TOWN OF MONTVILLE  
MEETING OF NOVEMBER 21, 2017  
FREEDOM VILLAGE OAKDALE**

**MEETING MINUTES**

**1. CALL TO ORDER**

The chairman called the meeting to order at 5:22 PM on November 21, 2017 in the community center at Freedom Village in Oakdale.

**2. ROLL CALL**

Commissioners Sullivan, Macher, Szarzynski and Brower were present. Also present was the E.D. and several tenants.

**3. REMARKS FROM TENANTS**

A tenant asked for a follow up on the laundry room issues at Freedom. The E.D. stated she had been in contact with the service company several times and was still working on getting an answer back from them.

**4. REMARKS FROM PUBLIC ON AGENDA ITEMS (Time Limit- 5 minutes)**

None

**5. APPROVAL OF MINUTES**

Motion by Commissioner Brower, seconded by Commissioner Szarzynski, to approve the minutes of the meeting on October 17, 2017 and the special meeting held on October 20, 2017 as submitted. Voice vote. All in favor. MOTION PASSED.

**6. APPROVAL OF PAYMENT OF BILLS**

The following bills were submitted for approval of payment:

**PAID IN OCTOBER**

Mary Cahoon	\$32.80	Fridge lock IV
McCarthy Oil	\$250.00	HVAC repairs #56
Atlantic Broadband	\$6.56	Telephone bill
Atlantic Broadband	\$419.34	Telephone bill
Millenium Water	\$963.00	Water Monitoring IV and FV
La Framboise Well	\$6360.00	Well drilling FV
All Time Manufacturing	\$750.00	New screen doors for #51 & #57
P. Spiess	\$183.75	Cleaning #77
R. Spiess	\$432.00	Maintenance and repairs/painting #77

Treasurer, Tn of Mtvllle	\$1866.51	Health insurance premium
Sherwin Williams	\$145.63	Paint for vacancies
Bonner Electric	\$188.62	Replacement photocell IV
Eversource	\$1039.32	Electricity October
Integrated Security	\$180.00	System repairs #33 and IV community center
Hoyt, Flippetti, etc	\$7000.00	2015-2016 Audit
Montville Hardware	\$134.43	Tools, painting supplies, keys
R. Spiess	\$351.00	Maintenance
P. Spiess	\$135.00	#77 prep and sidewalk patching

**PAID IN NOVEMBER**

M. Cahoon	\$2234.00	Salary for November
M. Cahoon	\$305.39	Roto Rooter #20, Fridge lock
Home Depot	\$830.78	Tools, Paint sprayer
Atlantic Broadband	\$2060.00	Cable and internet November
Staples	\$328.24	Office Supplies, ink, paper, soap dispensers FV
Sterling Superior	\$358.08	October trash removal
Bonner Electric	\$188.62	Cancelled-double invoiced
AA Lock and Key	\$421.65	Handle repair #73 and storage room FV
R. Spiess	\$261.00	Maintenance
Comptroller, St of CT	\$390.64	MERFund contribution October
Comptroller, ST of CT	\$232.00	Administration fee and adjustment
Keiths appliances	\$488.95	New stove and plug #44 fire
P. Spiess	\$90.00	Cleaning #29
R. Spiess	\$261.00	Maintenance
Electrical Wholesalers	\$702.00	Exhaust fans
Maintenance USA	\$1030.44	Shower and sink parts
Keiths appliances	\$529.99	New stove for #47
Suburban Propane	\$153.57	Propane Delivery FV
Millenium Water	\$963.00	Water Monitoring FV & IV
Ron and Sons Lawn Care	\$900.00	Final lawn cutting of season
Atlantic Broadband	\$286.33	IV telephone charges
Atlantic Broadband	\$224.07	FV telephone charges
P. Spiess	\$97.50	#41 cleaning
R. Spiess	\$360.00	Maintenance and repairs/painting #41

Motion by Commissioner Szarzynski, seconded by Commissioner Brower, to approve the payment of the bills as submitted. Voice vote. All in favor. MOTION PASSED.

**CORRESPONDENCE**

10/27/17- MHA to #46- Follow up on fire code violation

10/30/17- MHA to #1- Letter regarding late rent

11/3/17- State of CT to MHA- STIF dividend reinvestment of \$362.04

**REPORTS**

**A. ACCOUNT BALANCES:** Checking account balance is \$188,154.65.  
STIF balance is \$369,651.62.

**B. DEPOSIT VALIDATION:** Deposits for October 2017 were reviewed against

bank receipts and validated by the Commissioners.

**C. OCCUPANCY:** Currently vacant are 77, 41 and 29. All have tenants lined up to occupy them as soon as they are cleaned.

**D. TENANT PROBLEMS:** None

## **9. OLD BUSINESS**

## **10. NEW BUSINESS**

### **A. BASE RENT INCREASE**

CHFA has suggested the base rent be increased to \$250 for a single unit and \$260 for a double unit. As of this date the base rent has never been increased and is exceptionally lower than any other Housing Authority in the state. With our current waiting list demographics, 16 people would be disqualified out of 38 who are waiting if the base rent was increased due to income ineligibility. This increase would not affect any current tenants as of January 1, 2018. Commissioner Szarzynski, seconded by Commissioner Brower, motioned to accept the rental increase effective January 1, 2018. Voice vote. All in favor. MOTION PASSED.

### **B. INSTALLATION OF PRIVATE PROPERTY SIGNS**

The E.D. would like to buy and install no solicitation signs at both properties. Recently an energy distributor went door to door at Independence village and some of the tenants were confused and inadvertently changed their energy provider. The E.D. was able to help most tenants reverse this and cancel the contract. The signs alone will not stop the problem but it will at least let salespeople know their presence is not welcome on the property. The commissioners agreed the placement of signs may help in the future.

### **C. LOTTERY BASED WAITING LIST**

Currently the Authority operates a needs based waiting list based upon a points system. The optimum waiting list structure, as decided by the state, is a lottery based system. In this system all applicants are placed into a pool, application numbers are drawn at random and then the waiting list is compiled of those numbers. This list will not change or shift and new applicants are added randomly to the bottom of the list. Under the current system applicants that are considered non urgent are sometimes constantly pushed to the bottom of the list and never have a chance at housing. The lottery is considered a more objective system that gives everyone equal opportunity. The shift to this system will require a forum at the December meeting where all of the current waiting list applicants will receive written notice that they are invited to appear and speak about their feelings on the matter. After the forum, the commission will then make the final decision on switching. This agenda item is to be placed on the

agenda for the December 12, 2017 meeting and all of the current applicants on the list will be personally mailed information about this and how they can attend the meeting to speak.

**D. CLEARING VACATED TENANTS A/R**

The E.D. is bringing the vacated accounts that still owe money to the Authority. The E.D. is seeking the commissions permission to use the allowance for doubtful accounts fund to pay for the vacated tenants A/R account and zero it out. The current amount in doubtful accounts is \$4824.00 and the current amount in vacated tenants A/R is \$2783.50. Commissioner Szarzynski, seconded by Commissioner Brower, to clear the vacated tenants a/r. Voice vote. All in favor. MOTION PASSED.

**11. REMARKS FROM PUBLIC (Time Limit- 3 minutes)**

None

**12. REMARKS FROM COMMISSIONERS**

None

At 6:15 PM the commission entered Executive session to speak about an issue with an applicant who contacted a commissioner and the performance review of the E.D. At 6:45 executive session was completed. The applicant issue was resolved and the commission decided on a 7% raise for the E.D. due to exceptional performance in the first year. It was further decided that the E.D. should receive the raise retroactively to the completion of the first year of service in August 2017 (16 weeks).

**13. ADJOURN**

Commissioner Sullivan motioned, seconded by Commissioner Brower, to adjourn the meeting at 6:55 PM. Voice vote. All in favor. MOTION PASSED.

Respectfully submitted,

Mary Cahoon  
Executive Director