

Montville Housing Authority Meeting Minutes

May 21, 2024 5:00PM

Freedom Village

81 Liberty Drive Oakdale, Ct. 06370

- 1. CALL TO ORDER 5:00PM**
- 2. ROLL CALL- Angela Sherbanee Present, DeeAnn Morton Present, Kathie Doherty-Peck Present, Deborah Suarez Present, John Szarzynski Present**
- 3. REMARKS FROM TENANTS (3 Minutes) - None**
- 4. REMARKS FROM PUBLIC (3 Minutes) - None**
- 5. APPROVAL OF MINUTES- March and April Minutes approved**
- 6. APPROVAL OF PAYMENT OF BILLS - March and April payment of bills approved**
- 7. CORRESPONDENCE-**
 - a. Letter from Dime Bank stating our account was a dormant account. Motion made and seconded to close Dime Bank account.**
 - b. DeeAnn Morton corresponded with the Town of Montville Finance Department regarding the MHA PILOT agreement and what records they have of payments. DeeAnn did not get any formal replies. Housing Administrator(HA) to contact The town of Montville Finance Department and ask for seven years of payment history.**
- 8. REPORTS-**
 - a. ACCOUNT BALANCES**
 - 1. Dime Bank- Account to be closed and balance transferred to Citizens**
 - 2. Citizens Bank- \$89,808.17**
 - 3. STIF Account- Housing Administrator doesn't have access yet. There was a balance of \$108,870.47 in April.**
 - 4. Money owed from Tenants. HA hasn't found any yet.**
 - 5. PILOT- No money paid to the town this month.**
 - b. OCCUPANCY- Units 5,21,45 and 64 are vacant. HA currently interviewing applicants and waiting on background checks. One vacancy, unit 64, will be filled by transfer to accommodate a resident in need of a handicap accessible unit. Following the transfer unit 66 will become vacant.**
- 9. OLD BUSINESS-**
 - a. WiFi upgrade- Installation of antenna at Independence on maintenance to do list**
 - b. SSHIP Funding- Amaya Architects the low bidder and the chosen applicant for the Independence Village Project.**
 - c. By-law updates- HA will provide examples from other clients that Elderly Housing Management (EHM) manages.**
 - d. EHM Team-**
 - 1. Status of 2019,2020,2022 and 2023 audits unclear. EHM is working to confirm if compilation of audits from previous years is allowed by CHFA. EHM is also coordinating the procurement of pricing from two other audit firms. The work the previous HA had done was by an accountant not an audit firm.**
 - 2. Review of resident files to ensure compliance has begun. During initial review several discrepancies between information in resident files and information in**

PHA web was identified. File review anticipated to be completed by June 15th. EHM staff will work on correcting discrepancies and meeting with residents to communicate any potential changes to their rent.

3. Completion of mini-split installation at Freedom will be on hold until funding source can be identified. EHM to contact R&W Heating in regards to payment alternatives.

4. Water report-Freedom Village- LaFramboise, Water Vendor, on site 5/14. Waiting for a report.

5. Tenants informed that the HA is onsite Tuesday and Fridays from 9:00am to 4:00pm

e. Grass cutting- Happening on a regular basis now.

f. Picnic Table Moves- No requests made to HA.

g. The tabled Grievance Policy Proposal will be sent to HA for review and input prior to resubmission to the Commission.

10. NEW BUSINESS- None

11. REMARKS FROM TENANTS

1. Concerns were raised about the May 1 rent increases via the rent certification process. The EHM team informed the tenants that some discrepancies were found and might have resulted in higher rents than they were told. EHM thinks all rents should be put on hold until the recertification for 2025 begins in the fall of 2024. Tenant remarked that the recerts done this year should be good for at least a year.
2. Tenant remarked that rent calculations should include a larger deduction for Eversource electric rates.

12. REMARKS FROM THE PUBLIC- Public remarked that some tenants were told that Breezeline cable needed to update all the equipment servicing Independence and Freedom Village. HA to contact Breezeline about the matter.

13. REMARKS FROM THE COMMISSIONERS- NONE

Motion to move into Executive Session passed at 6:45pm.

Motion to return from Executive session passed at 7:13pm.

14. ADJOURN 7:15pm.