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**MONTVILLE HOUSING AUTHORITY**  
**REGULAR MEETING MINUTES**  
**October 15, 2024 | 5:00 p.m.**  
**Freedom Village Community Center**  
**81 Liberty Road Oakdale, CT 06370**

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**MINUTES**

**1. CALL TO ORDER**

Meeting called to order by Chair Doherty-Peck at 5:00 p.m., followed by The Pledge of Allegiance

**2. ROLL CALL**

**Present:** Commissioners Doherty-Peck, Sherbanee, Suarez, Szarzynski, and Morton

**Absent:** None

**3. ALTERATIONS TO THE AGENDA**

Motion to alter Agenda by Szarzynski, seconded by Suarez. Revise Item 7 Correspondence; Item 8 Reports; and Item 9 Old Business.

**Action:** Voice vote 5-0, All in Favor\_Motion Carried

**4. REMARKS FROM TENANTS**

Elderly and Disabled Tenant of MHA at Freedom Village expressed discontent with no execution of a grievance resolution against Management.

**5. REMARKS FROM PUBLIC**

Leonard Bunnell, Sr. of Montville referenced his invitation to last month's Board meeting and clarified his presence and continued intentions as a member of the Public at the present Board meeting. He emphasized a dual concern for the provision of safe drinking water for the citizens residing at MHA and their need for a legitimate and thorough process for grievances. He mentioned that Tenants should not be interrupted and figuratively dissected when presenting concerns.

**6. APPROVAL OF MINUTES**

Motion to approve September 2024 Minutes by Sherbanee, seconded by Szarzynski.

**Roll call vote:** Doherty-Peck\_Approve; Sherbanee\_Approve; Suarez\_Approve; Szarzynski\_Approve; Morton\_Disapprove.

**Action:** Vote 4-to-1\_Motion Carried

**7. APPROVAL OF PAYMENT OF BILLS**

Motion for payment of bills by Szarzynski, seconded by Morton. Roll call vote: Doherty-Peck\_Approve; Sherbanee\_Approve; Suarez\_Abstain; Szarzynski\_Approve; and Morton\_Approve.

**Action:** Vote: 4-to-1\_Motion carried.

**8. CORRESPONDENCE/COMMUNICATIONS**

**a. Correspondence for Information** – None

**b. Correspondence for Action**

*Requiring a response, discussion, forwarding, or further information request*

- To Consider and Act on a Motion for Executive Session October 23 to discuss Correspondence and Crisis strategies. Motion made by Doherty-Peck, seconded by Suarez. **Action:** Vote 5-0, All in Favor \_ Motion carried.

**9. REPORTS OF OFFICERS**

**a. Copy of Audit status report**

**b. Copy of PILOT status report**

**c. Fiscal Status**

- Copy of cash balance
- Copy of accounts payable
- Copy of bank statement
- Copy of September Income Statement

**d. Physical/Property Status**

- Copy of occupancy status
- Copy of BluSky reconstruction of damaged building project status
- Copy of water heater plumbing repair status

**e. Regulatory Status**

- Copy of safe drinking water status report
- Copy of recertification status report
- Request for amendment to Article II Section 3(D)

**f. Additional/Oral Status Reports**

- Safe drinking water action plan will maintain a dual approach with faucet filtration systems, pitcher filters, and bottled water delivery
- The depleted bottled water supply will be replenished Wednesday, October 15.
- \$5K deductible funds are needed to commence reconstruction of damaged building at Freedom Village. Will be on site Thursday, October 17. The vehicle causing the accident lacked minimal coverage. MHA insurance will assume the deductible with intent to recover costs through litigation.
- Management reports that the checkline valves have been repaired in all of the buildings. EPA has resolved the syphoning issues regarding the hot water heaters. Testing at the well is lead-free. EPA is considering individual plumbing issues, but remains inconclusive in determining the source of lead in the water. Testing cannot occur above ground for individual units. Laframboise, water agent, devised a way to test what's flowing through pipes using above-ground technique
- Recertification application forms and rent calculation formulas are not available, nor determined at this time. Tenants are confused as the majority of leases do not expire until February and March of 2024. Management will confirm with DOH which application forms and the precise formula for rent calculation are to be used for 2025
- Management requests further assistance in addressing auditor's request for documents

- Waiting List: Management confirmed with CHFA to score each applicant based on a point system versus date of application.

## **10. STANDARD ORDER OF BUSINESS**

### **a. Unfinished Business**

- **Grievance Policy/Procedure**

To Consider and Act on a Motion for Executive Session to discuss Grievance Policy strategy, crisis response strategy, and leadership strategy. Motion made by Doherty-Peck, seconded by Sherbanee

- **Bylaws: Amendment to Article II Section 3(D)**

To Consider and Act on a motion for Executive Session to discuss legal issues and amendment of the Bylaws to include Management signatory authority on MHA business checks. Motion made by Morton, seconded by Suarez.

**Action:** Vote 5-0, All in Favor\_Motion carried

### **b. New Business**

- **Independence Village positive test for lead.** Management is to post the mandatory Public Notice on the Community bulletin board at Independence Village; send notification texts and/or individual flyers to all Tenants; and establish a plan to provide safe drinking water
- **Emergency fire alarm system failure at Freedom Village.** Management reports that the problem is resolved. It remains that Tenants need an updated notification, as the current flyer from Maintenance staff still advises that they must dial 9-1-1
- **Request for water filters.** In addition to bottled water, Tenants with hose-spray faucets are requesting a delivery date for water pitchers with filters. Tenants appreciate faucet filtration systems coupled by bottled water. Some physically challenged Tenants are inconvenienced by having to visit the community center to get water.
- Management plans to host a recertification discovery meeting followed by a Q&A

## **11. REMARKS FROM TENANTS**

Elderly and disabled Tenant, Freedom Village, remarked that the cause for low tenant attendance at Board Meetings is constant subjection to interruptions, dismissal of concerns, argumentative behavior, and displaying rude conduct by snacking and talking with a mouthful.

## **12. REMARKS FROM PUBLIC**

Leonard Bunnell, Sr. of Montville remarked that communication could benefit by Management reports being submitted to the Board in advance of the meetings and being made a part of the agenda as public information. He urged the Board to draft a written proposal for amendment to the Bylaws and to carry out voting in the public, outside of Executive Session.

## **13. REMARKS FROM COMMISSIONERS**

- a. Chair Doherty-Peck reminded all of an invoice received by the Town regarding a bill from the local newspaper Day incurred by the former Housing Administrator. Szarzynski will try to locate the bill in the computer and provide it to Doherty-Peck.

- b. Commissioner Morton requests more transparency in email correspondence and for intra Commission emails to be include only Commissioners and not others. Morton stated that the recent election of officers was improperly executed.
- c. Commissioner Suarez stated that the process for election of officers was an improvement over that of January 2024 wherein as a Tenant and Commissioner, she was denied eligibility to hold any of the five commissioner duties outlined in the Bylaws. Suarez stated that to date she remains excluded from accessing the official Commission Yahoo! email account.

**14. ADJOURN**

Motion made to adjourn the meeting by Suarez, seconded by Sherbanee.

**Action:** Vote: 5-0, All in Favor\_Motion Carried. Meeting adjourned at 6:50 p.m.

Respectfully submitted by Deb Suarez, Secretary for the MHA

Cc: Commission File