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**Town of Montville**  
**Montville Housing Authority**  
**Regular Minutes May 20, 2025**  
**Freedom Village Center**  
**Oakdale, CT 06370**

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**1. Call to Order**

Call to Order at 5:00 p.m. followed by the Pledge of Allegiance

**2. Roll Call**

Present: Commissioners Doherty-Peck, Sherbanee, Suarez, Szarzynski, Perkins

Absent: None

**3. Remarks from Tenants**

Comment 1: Bottled water has not been delivered for weeks.

Comment 2: Water is a basic need.

Comment 3: Mass texting is ineffective for disseminating notifications to individuals who do not have phones with texting features.

**4. Remarks from Public** — None

**5. Announcements**

- Commissioner Morton's appointment as an official of MHA ended April 30
- Commissioner Perkin's appointment as an official of MHA began May 1
- Management has hired Christen Ceravolo to their staff as property manager at MHA

**6. Approval of Minutes**

**Motion** to Approve April 2025 regular and special minutes by Sherbanee, seconded by Suarez **Vote**: Doherty-Peck\_Approve; Sherbanee\_Approve; Suarez\_Approve; Szarzynsky\_Approve; Perkins\_Approve. **Action**: 5-0, All in Favor\_Motion Approved

**7. Approval of Payment for April 2025 Bills**

**Motion** to Table by Commissioner Suarez due to lack of documentation, seconded by Chair Doherty-Peck. **Vote**: Doherty-Peck\_Yea; Sherbanee\_Abstain; Suarez\_Yea; Szarzynsky\_Yea; Perkins\_Yea. **Action**: 4 Approve; 1 Abstain\_Motion Carried

## 8. Correspondence

### a. Correspondence for Information — None

### b. Correspondence for Action

Seven municipal online housing inquiries were received for action and forwarded to Management.

## 9. Management/Administrative Reports

- Cash Balance — \$174,802.96
- Operating Account Statement — None
- Rent Arrearage — \$2749

## 10. Standard order of business

### a. Unfinished Business

- Status of Laframboise water agent waiting for guidance from Cadmus on preceding with additional sequential monitoring remains the same
- Mandatory annual fire inspection and housekeeping policy proposal for amendment is ready for tenant feedback
- Cost-effectiveness and serviceability of the MHA answering service will be monitored by Management for improvement during June 2025
- Business Signature Cards for Operating Account and SSHIP Account signed by commissioners

### b. New Business

- **Motion** to acquire three bids for a new water agent by Chair Doherty-Peck, seconded by Commissioner Suarez. **Vote:** Doherty-Peck\_Approve; Sherbanee\_Approve; Suarez\_Approve; Szarzynski\_Approve; Perkins\_Approve. **Action:** 5-0 All In Favor\_Motion Carried
- **Motion** to acquire three bids for a new groundskeeper/lawn care provider by Chair Doherty-Peck, seconded by Commissioner Suarez. **Vote:** Doherty-Peck\_Approve; Sherbanee\_Approve; Suarez\_Approve; Szarzynski\_Approve; Perkins\_Approve. **Action:** 5-0 All in Favor\_Motion Carried

## 11. Remarks from Tenants

Comment 4: Gardening edible plants is a personal hobby that is no longer enjoyed and should be allowed at MHA

Comment 5: Do not tell tenants to be quiet when responding to questions posed during designated time for tenants to comment; the WiFi/Internet service has not worked for more than a year, tenants need a password to get into the computer

## 12. Remarks from public

— None

## 13. Commissioner remarks

Commissioner Sherbanee commented that insects and rodents have decreased since edible plants are no longer gardened at MHA.

Commissioner Perkins extended a warm and welcoming address to tenants, sharing the years of experience she brings to augment the Commission.

Chair Doherty-Peck wished all a happy Memorial Day weekend.

Commissioner Suarez commemorated Memorial Day providing each attending tenant and commissioner with flag pins; commented that the Department of Energy and Environmental Protection and the Audubon Society are resources to help identify and plant native species, including the best times of the year for using bird feeders; and commented that one more week was needed to fix the community computer problem.

## 14. Executive session

To consider and act on a Motion to enter into Executive Session for the purpose of discussing personnel and contractor matters, pending policy updates, security matters, financial matters, and pending claims. **Convened:** 5:59 p.m.; **Adjourned:** 6:17 p.m.

## 15. Open Session Reconvenes

**Reconvened:** 6:20 p.m.

- a. **Motion** by Commissioner Suarez, seconded by Chair Doherty-Peck for Management deadline of June 3 for uploading to auditor all prerequisite audit documents as requested September 2024. **Vote:** Doherty-Peck\_Yea; Sherbanee\_Yea; Suarez\_Yea; Szarzynski\_Yea; Perkins\_Yea; 5-0 All in Favor; **Action:** Motion Carried
- b. **Motion** for Management to seek three bids for a new water agent by Chair Doherty-Peck, seconded by Commissioner Suarez. **Vote:** Doherty-Peck\_Approve; Sherbanee\_Approve; Suarez\_Approve; Szarzynski\_Approve; Perkins\_Approve. **Action:** 5-0 All Approve\_Motion Carried
- c. **Motion** for Management by Chair Doherty-Peck, seconded by Commissioner Suarez to seek three bids for a new lawncare contractor. **Vote:** Doherty-Peck\_Yea, Sherbanee\_Yea, Suarez\_Yea, Szarzynski\_Yea, Perkins\_Yea; **Action:** 5-0 All in Favor\_Motion Carried
- d. **Motion** to eliminate overhead expenses of a management company during major budget cuts by hiring a part-time executive director with assistance from the Social

Services Department for a part-time service coordinator by Chair Doherty-Peck, seconded by Commissioner Suarez. **Vote:** Doherty-Peck\_Yea; Suarez\_Yea; Szarzynski\_Abstain; Sherbanee\_Nay; Perkins\_Yea. **Action:** 3:1 Majority in Favor\_Motion Carried contingent upon actual hiring of an executive director or housing administrator followed by a 60-day notice to the management company.

#### **16. Adjournment**

**Motion to adjourn** by Commissioner Sherbanee, seconded by Chair Doherty-Peck.  
Vote: Doherty-Peck\_Yea; Sherbanee\_Yea; Suarez\_Yea; Szarzynski\_Yea; Perkins\_Yea.  
Action: **Meeting adjourned at 6:27 p.m.**

Respectfully submitted by Deb Suarez, Secretary of MHA Board of Commissioners  
Cc: Commission File