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# Montville Housing Authority

## Regular Meeting Minutes

July 15, 2025 | 5:00 p.m.

Freedom Village Center

Oakdale, CT 06382

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### 1. CALL TO ORDER

The meeting was called to order by Commissioner Suarez, Acting Chair, at 5:02 p.m., followed by the Pledge of Allegiance.

### 2. ROLL CALL

Present by voice roll call were: Commissioner Suarez, Commissioner Perkins, Commissioner Szarzynski, and Commissioner Sherbanee (electronic participation with prior approval).

Absent with prior notice was Commissioner Doherty-Peck.

### 3. TENANT COMMENTS

Unit 70: Tenant inquired as to why the (slightly ajar) accordion doors to the cabinets, refrigerator, drawers, and garbage can in the meeting room were locked from tenants, stating that the doors have always been open.

Unit 64: Tenant inquired as to why there has been no bottled water delivery for weeks and no faucet filters (at Freedom Village).

Unit 40: Tenant inquired as to how tenants at Independence Village may learn the radon test results; a fire alarm was ringing through the night at a building at Independence Village; and the fire alarm in her apartment does not work despite assurance of repairs by maintenance and fire officials; she was told not to wind the string that is attached to the inside emergency alarm, but to leave it hanging down the wall, however, that causes her cat to pull it and sets off the alarm; and who is responsible for fixing the pool of water that assembles outside of her window when it rains because it attracts insects.

Unit 39: Inquired as to what happens to tenants residing in units with high radon levels while renovations at Independence Village remain months in the future.

### 4. PUBLIC COMMENTS — None

### 5. MOTION TO AMEND AGENDA

**Motion** by Commissioner Suarez to amend the agenda to include, following the Announcements, a special guest speaker to present energy-saving advantages of solar panels at MHA followed by a Q&A from Commission, Management, and Tenants. **Vote:** 4:0 All in Favor; **Action:** Approved.

### 6. ANNOUNCEMENTS

a. Termination of Agreement with EHM effective August 18th

- b. Management announces that they are in the process of assembling all MHA documents, information, property, intellectual property, and all else relevant to fulfill accountability in the off-boarding final processes, anticipating a successful “hand-off” by August 18th.
- c. FOIA Training Conference Tuesday, July 22nd, 5:00 p.m. at Freedom Village Center.
- d. There is no Board of Commissioners meeting in August.
- e. Guest presentation on cost-effectiveness and energy-saving advantages of installing solar panels at MHA.

**7. PRESENTATION: “BENEFITS OF SOLAR PANELS” followed by Q&A**

Scott Licamele, director of business development at Nexys, presented a cost-free design, permitting, installation, insurance, monitoring, repairs, and ongoing maintenance solar opportunity available for affordable housing in Connect, including Montville Housing Authority.

**8. APPROVAL OF MINUTES JUNE 2025**

**Motion** to approve Minutes for June 2025 by Commissioner Sherbanee, seconded by Commissioner Suarez. **Vote:** 4:0\_All in Favor; **Action:** Motion Carried

**9. APPROVAL FOR PAYMENT OF BILLS JUNE 2025**

Motion by Commissioner Szarzynski to Table for clarity, seconded by Commissioner Perkins. **Vote:** 4:0\_All in Favor; **Action:** June 2025 Payment of Bills are Tabled for Wednesday, July 23rd.

**10. CORRESPONDENCE**

**a. Correspondence for Information** — None.

**b. Correspondence for Action**

- 1) The FV Tenant computer WIFI service and password problems continue. Purchase of a new computer and printer will be discussed at the next meeting in September.
- 2) The FV office computer printing issue continues. Commissioner Szarzynski will follow-up Thursday, July 24th.

**11. MANAGEMENT/ADMINISTRATIVE REPORTS**

*Four Points of Order ruled by Acting Chair in response to Tenants’ and Commissioners’ Breach of Decorum for cross-talk during Management Report*

**a. Financial**

- 1) Cash Balance: \$171,154.94
- 2) Grant Balance: \$7.56

**b. Physical/Property Status**

- 1) Maintenance Report: Approximately 30 non-emergency work order requests (same report for months).
- 2) Security Status: Entrance doors to the community centers will remain unsecured.

**c. Regulatory Status**

- 1) Occupancy Status
  - Unit 33 is vacant; unit 28 is in probate; both will remain vacant due temporary rehousing needs during the upcoming renovations
- 2) Safe Drinking Water Status

- Failed bottled water deliveries have persisted resulting in no bottled water available for Weeks. An alternative delivery service WB Mason will deliver on a weekly basis.
- Securing three bids for installing new pipes at FV remains ongoing
- Lead consumer notices for the most recent lead testing were delivered to every resident and posted in common areas at both properties.
- The Consumer Confidence Report Certification Form was completed and returned to Laframboise to be submitted to the State of CGT.
- Laframboise is still waiting for guidance from Cadmus on proceeding with additional sequential monitoring.

3) Lease Enforcement

Management will commence upholding tenant obligations, specifically regarding peaceful enjoyment of the premises by all tenants.

4) Recertification Status

Written: Same for months; Oral: Tenants have been consistently paying monthly rent that was incorrectly calculated.

**d. Additional/Oral Reports Regarding Items 11(a)(b)(c)**

- 1) Treasury Report: STIF Account Balance: \$98,804,750 (Attachment)
- 2) Subcommittee Report: Renovation Project is on track

**12. Standard Order of Business**

**a. Unfinished Business**

- 1) Three bids for a new water agent: To be continued (TBC)
- 2) Three bids for a new groundskeeper/lawn care agent: TBC
- 3) Waiting List method selection First-come/First-serve vs. Lottery vs. Point System: TBC

**b. New Business**

- 1) Proposal for solar panels: TBC
- 2) Proposal to end answering service call line: TBC
- 3) Proposal to resolve printer issues at FV: TBC
- 4) Budget Proposal for refreshments at training conference: Treasurer advises refreshments will have to be purchased by Commissioner Suarez for reimbursement later; Commissioner Sherbanee volunteered to provide refreshments (with reimbursement).
- 5) Budget Proposal for HDMI cable: Commissioner Suarez will purchase HDMI cable for PPT presentation at training conference.
- 6) Budget Proposal for a new computer and printer for the community center at FV: TBC
- 7) Job vacancy for Housing Administrator (Attachment)

**13. TENANT COMMENTS** | None.

**14. PUBLIC COMMENTS** | None.

**15. COMMISSIONER COMMENTS** | None.

**16. EXECUTIVE SESSION**

**Convene:** 6:25 p.m.

To consider and act on a Motion to enter into Executive Session for the purpose of discussing waiting list selection issues; personnel and contractor hiring matters, pending claims, pet and inspection policy reviews, and governance issues.

**Adjourn:** 7:00 p.m.

**17. OPEN SESSION RECONVENES**

**Convene:** 7:00 p.m.

- **Motion** to approve Fire Safety, Maintenance, Inspection, Unit Entry Policy revision by Commissioner Suarez, seconded by Commissioner Sherbanee. **Vote:** 4:0\_All in Favor; **Action:** Policy Approved.
- **Motion** to approve Pet and Assistance Animal Policy revision by Commissioner Suarez, seconded by Commissioner Sherbanee. **Vote:** 4:0\_All in Favor; **Action:** Policy Approved.
- Job Description for Housing Administrator will be posted to the public following minor corrections.

**18. ADJOURN**

**Motion** to Adjourn by Commissioner Sherbanee, seconded by Commissioner Suarez. **Vote:** 4:0\_All in Favor; **Action:** Meeting adjourned at 7:04 p.m.

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

**ATTACHMENTS**

MHA Housing Administrator Vacancy Announcement  
STIF Account Treasury Report