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**Town of Montville**  
**MONTVILLE HOUSING AUTHORITY**  
**Special Meeting Minutes**  
**October 21, 2025 | 5:00 p.m.**  
**Freedom Village, Oakdale, CT 06370**

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**1. Call to Order**

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

**2. Roll Call**

Secretary Perkins conducted roll call. Present were Commissioners Doherty-Peck, Suarez, Szarzynski, and Szarzynski. Absent with prior notice was Commissioner Sherbanee. Also present were Executive Director of the Board Maria DeMarco and Sherry Garner Vice President of Demarco Mgmt Corp.

**3. Communications/Correspondence**

Executive Session: Grounds for the scheduled executive session were challenged by the public. Vice Chair Suarez consulted FOIC for review and Chair Doherty-Peck consulted the Town Clerk who also consulted FOIC. Communications relevant to the topic were forwarded to Suarez with the advice that prior to entering executive session, the grounds should be clearly stated and defined in such a way as to allow easy and accurate perception or interpretation at the public meeting, thereby dispelling any inexactness or ambiguity as written.

**4. Approval of Minutes and Annual Meeting Schedule 2026**

- a. Motion to Approve the October 7, 2026 Special Meeting Minutes was made by Perkins. Discussion: Suarez motioned to approve with correction to vice chair comments. **Vote:** In favor of approval with amendment were Commissioners Doherty-Peck, Szarzynski, Suarez, and Perkins. In opposition were none. **Action:** Motion Carried.
- b. Motion to Approve the Annual Meeting Schedule 2026 with amendment to venues was made by Suarez. **Vote:** In favor were Commissioners Doherty-Peck, Szarzynski, and Suarez. In opposition was Commissioner Perkins. **Action:** Motion Carried 3:1.

**5. Tenant/Public Comments**

- a. U9 commented that there had been no response to several written complaints filed in the absence of Management; and questioned why notifications of the October 7, 2025 Special Meeting failed to be posted for tenant awareness.
- b. U69 questioned the significance of having a tenant liaison relay messages to the Commission when tenants are permitted to directly convey messages or concerns during Board meetings; and disagreed with any consideration for re-employment of any former MHA Housing Administrator.

**6. Management/Administrative Reports for September 2025 (09.01.25 through 09.30.25)**

**a. Financial**

Citizens Bank Operating Account Balance - \$190,061.99

Citizens Bank SSHIP Account 2025 Balance - \$8.85

Total Accounts Receivable - TBD

October rent checks collected on 10/14/25 were delayed in being deposited at the bank, causing tenant concerns. Upon receipt of a replacement check deposit scanner, monthly rent deposits will resume deductions from tenant accounts upon receipt.

The task of building a database from which to present a monthly financial report is significantly challenged by the absence of historical data and unreliable data currently loaded in PHA-Web.

Accounts Payable - \$11,191

## **b. Regulatory Status**

### **Occupancy**

Vacancies: Unit 47 vacated 10.05.2025

Total Vacancies: 4 | Units 28, 33, 34, and 47 are vacant

### **Wait List**

Total applicants on the Waitlist - 15

Total online requests for housing information/applications - TBD

Plans are underway in preparation of the Tenant Profile Submission report and the Waiting List Survey/Tenant Profile Submission annual report due October 31, 2025.

### **Year End Audit / CHFA Deliverables**

CHFA ASset Manager Fisher Fisher provided copies of Forensic audits for the years 2018, 2019, 2020, 2021, to 4.30.2022. Fisher reported to DeMarco Management that the previous management company EHM failed to complete critical financial and quarterly reporting that are routinely due during the fiscal year which include:

#### **Annual Financial Statements Compliance**

AFS ending December 31 in the years 2021 and 2022 are waived by Fisher; AFS 2023 is past due; and AFS 2024 is due at the end of December.

MHA Attorney Wrona has contacted the prior management company EHM requesting the AFS for 2023 and 2024, return of all site-related files, records, intellectual property, etc., with no response to date.

#### **Quarterly reporting**

Quarterly reporting for the period ending 6.30.25 was due 7.31.25. Fisher provided a copy of the 2024 year end quarterly in an attempt to offer some assistance to prepare reporting for operations that DeMarco had no involvement with nor full access to prior year's records.

#### **2026 Budget Preparation**

The 1.1.2026 Budget is due 10.3.2025 and a draft has been prepared for Board review and comment.

#### **Tenant Correspondence/Concerns**

October rent checks were collected on 10/14/25 were delayed in being deposited at the bank, causing tenant concerns. Upon receipt of a replacement check deposit scanner, monthly rent deposits will resume deductions from tenant accounts upon receipt.

Tenant complaint of no response to notifications of significant income reduction and no rent modification for months.

## **c. Property & Staffing**

### **Project Reports**

10.03.2025 IV Post Mitigation Post Radon Mitigation Systems Installation radon gas testing

report published by Eagle Environmental Inc. The test was performed for compliance with CHFA Construction Guidelines: Environmental and Hazardous Material Review 2025. Report provided testing results and follow up recommendations for additional testing to be performed in two of the 26 units tested.

#### **Maintenance Report**

Work Orders: Stats for emergency and nonemergency work orders TBD.

Safety and cleaning protocols remain daily and regular maintenance care for property continues.

Met with landscaper on 10/14 to review plan for Fall cleanup, which is on schedule to carry out through November or before first snowfall.

Stanley Door scheduled to return on 10.20.2025 to address needed repairs for the community room automatic opener at Freedom Village.

#### **Staffing Report**

Management has candidates for housing administrator, including a former MHA housing administrator. The Commission will provide the resume of a temp hire to free executive management to focus on compliance issues by performing mundane day-to-day operations at MHA.

### **8. Executive Session**

a. **Motion** to enter into Executive Session for the purpose of discussing internal issues; review applications for additional support; and discuss IT responsibility. Motion was made by Chair Doherty-Peck and seconded by Perkins. **Vote:** In favor were Commissioners Doherty-Peck, Suarez, Perkins, and Szarzynski. Opposed were none. **Action:** Executive Session was called to order at 6:42 p.m. with business and discussion during executive session to be limited to the subjects stated, written, and covered by the vote to close this portion of the meeting (CGS § 1-231). Attending were Doherty-Peck, Suarez, Perkins, and Szarzynski.

b. **Motion** to Adjourn Executive Session was made by Perkins, seconded by Doherty-Peck. **Vote:** In favor were Doherty-Peck, Suarez, Perkins, and Szarzynski; Opposed were none. **Action:** Executive Session adjourned at 7:52 p.m.

### **9. Reconvene to Special Meeting Open Session**

Chair Doherty-Peck called the meeting back to order for open session at 7:52 p.m.

**Motion** by Commissioner Szarzynski to change banking institutions from Citizens Bank to Charter Oak Federal Credit Union and add Executive Director Maria DeMarco and the Eric Jay, Comptroller of DeMarco Corp. as signatory authority on the new account; seconded by Doherty-Peck. **Vote:** In favor were Commissioners Doherty-Peck, Suarez, Szarzynski, and Perkins. In opposition were none. **Action:** Motion Carried.

**Motion** by Chair Doherty-Peck that final separation and acknowledgment of MHA property and intellectual property rights and IT operations concerning Pat Trainor and IT Guys is referred to MHA attorney; and onboarding of DeMarco Management Corp IT staff was seconded by Suarez. **Vote:** In favor were Commissioners Doherty-Peck, Suarez, and Perkins. In opposition was Szarzynski. **Action:** Motion carried 3:1.

**10. Remarks from the Tenants/Public (Three-minute limit)**

There were no tenants or other members of the public in attendance.

**12. Remarks from Commissioners**

- a. Secretary Perkins commented that the demands of secretary duties would impose on the tenant liaison duties and suggested that the vice chair assume the tasks.
- b. Chair Doherty-Peck agreed that the secretarial duties would be an imposition on the tenant liaison duties and agreed that said duties should be assigned to the vice chair.
- c. Szarzynski questioned the possibility of Sherbanee assuming one of the responsibilities, i.e., tenant liaison.
- d. Suarez agreed moving forward to prepare the agenda.

**13. Adjournment**

**Motion to Adjourn** was made by Commissioner Perkins, seconded by Chair Doherty-Peck. **Vote:** In favor were Commissioners Doherty-Peck, Perkins, Szarzynski, and Suarez. **Action:** The meeting was adjourned by Chair Doherty-Peck at 7:52 p.m.