
Town of Montville
MONTVILLE HOUSING AUTHORITY
Regular Meeting Minutes
November 18, 2025 | 5:00 p.m.
Independence Village, Uncasville, CT 06382

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

Present were Commissioners Doherty-Peck, Suarez, Szarzynski, Sherbanee, and Perkins.

Commissioner Sherbanee, elected to the Board of Education, with prior notice, was excused after 45 minutes due to a conflict in schedules and prior notice. Also present were Executive Director Maria DeMarco and members of DeMarco Management Corporation: Vice President Sherrie Garner and Property Manager Lisa Axson.

3. TENANT COMMENTS

- Tenant commented that MHA bills are not getting paid.
- Tenant commented that the trash is not being collected; that she called the office and received no return call; that Barbara (U9) called just prior to the meeting and was told that the bill was not paid and that is why the trash was not collected; and that there has been no leaf removal lawn care.
- Tenant commented that there is a need for leaf removal because her back door cannot be opened because the leaves are dangerously high.
- Tenant commented that she was nearly knocked down by three dogs that came out of nowhere; and that there is canine feces on their side and everywhere.
- Tenant commented that there are no staff members on the premises to talk to about concerns.
- Tenant commented that her neighbor's dog is welcoming; that she appreciates that management is new, at a disadvantage, and in the midst of adjusting; that there are three barking dogs that live outside of the residential complex that are the cause for nuisance, but that her neighbor's dog is not among them; that wood smoke is filtering in the windows from a nearby neighbor's business establishment; that more plants and trees are needed to improve air quality; and expressed appreciation for the difficult task being undertaken by new management.
- Tenant asked if arrows can be used to alert drivers of traffic direction because even tenants exit the wrong way; and Slow signs because motorists are driving 40 and 50 mph.
- Tenant commented that there is an increased number of drivers who are speeding in the residential complex; and that the speed limit sign needs to be replaced.

4. PUBLIC COMMENTS

Mayor Leonard Bunnell announced himself as a member of the public and commented that a common denominator of calls received by the office of the mayor regarding the Authority's Administration is a failure to return calls. He asked that effort be made to return calls so callers know that their concerns are not falling on deaf ears.

5. ANNOUNCEMENTS

Vice Chair Suarez announced that picnic tables were donated by Councilman Caron to both MHA residential complexes. Correction was made that the Mohegan Tribal Council donated new grills and tables through the efforts Councilman Caron. Commissioner Sherbanee suggested Vice Chair Suarez send an appreciation to both for their gifts.

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6. MOTION TO AMEND THE AGENDA

There was no official Motion to amend the agenda as a new one was brought for replacement. It was noted after that fact that a two-thirds vote was needed to amend the agenda. As no vote was taken to amend, no items

7. APPROVAL OF MINUTES SEPTEMBER 16 AND OCTOBER 21, 2025

Motion to approve September 16, 2025, and October 21, 2025 minutes was made by Szarzynski and seconded by Sherbanee. **Vote** (3-2): In favor were Commissioners Szarzynski, Sherbanee, and Suarez; in opposition were Commissioners Doherty-Peck and Perkins.

Action : Motion carried.

Discussion: Perkins commented that her comments were not accurate. Suarez commented that they were accurate. Doherty-Peck commented that her comments were incorrect in the minutes as well.

8. APPROVAL FOR PAYMENT OF BILLS

Motion to approve payment of bills for June through October 21, 2025 was made by Sherbanee and seconded by Suarez. **Discussion**: Commissioner Szarzynski inquired as to whether a copy of the October bills was available for review. Executive Director DeMarco commented that payment of bills is a normal, everyday running of operations, whereby if it is in the budget, it gets paid; and that there is no relevance to Board approval of bills. **Motion to Amend the Motion to Approve and Table for December** at which time a comprehensive listing of bills will be provided by management was made by Doherty-Peck and seconded by Sherbanee. **Vote** (5-0): In favor of the amended motion were Commissioners Doherty-Peck, Suarez, Szarzynski, Sherbanee, and Perkins. **Action** : Motion Tabled for December 2025 meeting.

9. CORRESPONDENCE

a. Correspondence for Information – None.

b. Correspondence for Action - None

10. MANAGEMENT/ADMINISTRATIVE REPORTS

a. Financial

- 1) Citizens Bank Operating Account
 - Balance ending 10.31.2025: \$278,512.13
 - Deposits & Credits: \$98,099.00
 - Checks: \$1,148.52 (Check No. 2258)
 - Debits: \$8,500.34
- 2) Accounts Receivable
 - Rent Income: \$34,761 November rent collected
 - Laundry: \$471.34

- SSHIP Grant: Balance Ending 10.31.2025: \$9.25; Interest Paid This Year: \$20.59
- STIF Balance: \$100,259.78 3) Accounts Payable
- Monthly Accounts Payable: \$69,107.36
- November includes capital expenditure related to radon testing payments issued to:
 - Housing Development Team, LLC – \$10,000;
 - Waterflow – \$35,100;
 - Amaya Architects – \$13,500
- Invoice No. 000000021539 dated 7.8.2025 from EHM in the amount of \$1656.15
- CWPM trash removal/recycling vendor delinquent account paid to restore services
- All recurring payments/billing are a part of daily operations and automatically paid without consultation or prior approval of the Board.

b. Physical/Property & Staffing

- 1) Maintenance/Security: ADA Push Button at Freedom Village is repaired
- 2) Work Orders: 9; Completed: 9; EHS: 1
 - Safety and cleaning protocols remain daily; regular maintenance care for property continues; Fall clean-up to carry out through November or before the first snowfall; met with landscaper on 11/06 to review snow removal procedures, requested current COI and updated scope of work with proposal and pricing, and informed will require a contract
- 3) Renovations at Independence Village are estimated to begin February 2026
- 4) Tenant Concerns: Excess leaves compiling at back entrances – reported to landscaper to address during continued Fall Clean up
- 5) Lisa Axson is the property manager assigned to MHA
- 6) Wes, including others, will be a floater for maintenance staffing at MHA

Regulatory Status

- 1) Compliance Deliverables
 - CHFA deliverables continue to be a work in progress coordinated with DMC Accounting Department. Per CHFA Asset Manager Fisher, 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 for period endings 12/31/21, 22, 23, and 24. The property's Attorney has contacted the prior management company requesting their handing over all site-related files, records, etc. with no response. CHFA was able to provide copies of Forensic audit covering 2018, 2019 – 4/30/22 which unfortunately has not been super helpful, unfortunately Quarterly reporting for the period ending 6/30/25 is delinquent as of 7/31/25. CHFA provided a copy of the 2024-year end quarterly in an attempt to offer some assistance to prepare reporting for operations that DeMarco had absolutely no involvement with nor full access to prior year's records.
- 2) Grievances

- One verbal – met with resident on 11 /06/2025 for resolution

- One Written – under review

3) Occupancy Status: 5 vacancies: Units 28, 33, 34, 44, and 47. Unit 28 status of property in probate to be followed up 4) Waitlist

- Active: 15
- New: 1
- Requested Applications: 7

d. Additional/Oral Reports Regarding Items 10(a)(b)(c)

- VP Garner extended an invitation to tenants to open Management-Tenant communications following the Board meeting to address their concerns as presented during the meeting.
- There was a power outage that included the Freedom Village complex. The generator was functioning at the community center. Management was active in requesting information on the cause and duration of the outage and the welfare of tenants. A door-to-door canvassing was conducted to check the welfare of each tenant. Management is weighing different options for preparedness in the event of a future power outage, i.e., heaters and robo dialer services.
- Executive Director DeMarco commented that the Management team’s mission is to protect the MHA; to get MHA out of its crisis; to keep MHA moving forward; to get the units renovated; to try to increase revenue into the MHA community; and to try to raise the standard of living for MHA residents.

11. Standard Order of Business

a. Unfinished Business

The solar panel agreement has been reached between the attorneys for MHA and Nexus.

Motion to Approve finalization of the solar panel agreement was made by Commissioner Suarez and was seconded by Chair Doherty-Peck . **Vote** (3-1): In favor were Doherty-Peck, Suarez, and Szarzynski. In opposition was Perkins.

Action : Motion Carried

b. New Business

Motion by Vice Chair Suarez to Amend the meeting day to Wednesday or Thursday in consideration for a scheduling conflict for Commissioner Sherbanee, a newly elected official to the Board of Education. **Action** : The motion died for lack of a second.

12. TENANT COMMENTS

- Tenant commented that eight or nine complaints were filed and unanswered remain unanswered for three months.
- Tenant commented that speed limit signs need to be visibly posted to deter speeding
- Tenant commented about a table
- Tenant requested to meet with Management after the Board meeting regarding dog concerns
- Tenant commented that leaves were being cleared by landscapers, however, the wind continuously blows them back; that trash removal and recycling are scheduled; and that some heater units are not functioning

13. PUBLIC COMMENTS – None 14. COMMISSIONER COMMENTS

Commissioner Perkins welcomed the new housing administrator; commended management for having paid the bills and for addressing tenant concerns; announced to tenants that she would hold tenant meetings on December 10th at Independence Village and December 17th at Freedom Village; and that next week she would have a MHA cell phone for tenants to call her directly.

Commissioner Suarez commended the executive directors on their commitment toward crisis stabilization of the Housing Authority's operations vis-a-vis a history of antagonistic relations with former management hires, a major contributing factor to operational and organizational failure.

Commissioner Doherty-Peck commented disappointment with EHM's poor performance; that ongoing grievances will be responded to; stated her reasons for serving on the

Commission have always been and continue to be working hard to ensure they have an enjoyable, safe, and healthy place to live; having DeMarco on Board brings us closer to that goal; commented that a computer and printer for the secretary was voted on and that Suarez could order them; and welcomed property manager Lisa Axson.

15. ADJOURNMENT

Motion to Adjourn was made by Perkins, seconded by Commissioner Suarez. **Vote** : In favor were Doherty-Peck, Suarez, Szarzynski, and Perkins; In opposition were none. **Action** : The meeting was adjourned at 6:32 p.m.