

**Town of Montville**  
**MONTVILLE HOUSING AUTHORITY**  
**Freedom Village – 81 Liberty Road, Oakdale, CT 06370**  
**Regular Meeting Minutes**  
**May 19, 2026**

1. Call to Order.  
Commissioner Doherty-Peck called the meeting to order at 4:35 p.m.
2. Pledge of Allegiance.  
All stood and pledged the flag.
3. Roll Call.  
Present were Chairperson Kathie Doherty-Peck, Vice-Chair/Tenant Commissioner Deborah Suarez, Treasurer John Szarzynski and Commissioner Angela Sherbanee. Secretary Karen Perkins was absent from the meeting. A quorum was present.  
  
Also in attendance were DeMarco Management Corporation President Maria DeMarco and Housing Manager Lisa Axson.
4. Alterations to the Agenda.  
**Motion** by Commissioner Doherty-Peck; seconded by Commissioner Sherbanee to amend the meeting agenda to include:
  - (1) Item 13.c Approval of the CHFA Commitment Letter for Independence Village;
  - (2) Item 7.c Approval of Minutes of December 9, 2025;
  - (3) Item 8.a Approval of Bills.Discussion: none. **Voice vote: all in favor. Motion approved.**
5. Remarks from the Public/Tenants (3-minute limit). -- None
6. Communications. -- None
7. To Consider and Act on a Motion to approve minutes:
  - a. The Regular Meeting Minutes of March 17, 2026.  
**Motion** by Commissioner Suarez; seconded by Commissioner Szarzynski to amend the minutes of March 17, 2026. Discussion: Commissioner Suarez reported that she made the motion to amend the agenda of items and that she also made the motion seconded by Szarzynski to move Item 11 and Item 12 up on the agenda so that Commissioner Sherbanee could vote on them as she had to leave the meeting early. Commissioner Suarez remarked that the change was not made; Commissioner Sherbanee remarked that the vote was made and she left the meeting thereafter. **Voice vote:** Sherbanee (no); Suarez (yes); Doherty-Peck (no); Szarzynski abstained as he had no idea what was being discussed. **Motion failed.** **Motion** by Commissioner Suarez; seconded by Commissioner Syarzynski to amend the March 17, 2026 minutes. Discussion: Commissioner Suarez stated she did not say that nine (9) tenants were not happy with the snow removal and that the timetable is incorrect. **Motion rescinded to approve the minutes as written. Roll Call vote: In**

*favor*, Commissioners Doherty-Peck, Sherbanee, Szarzynski. *In Opposition*, none. *Abstained*: Commissioner Suarez--motion violations. **(3-0-1). Motion approved.**

b. The Special Meeting Minutes of May 5, 2026.

**Motion** by Commissioner Szarzynski; seconded by Commissioner Sherbanee to approve the Special Meeting Minutes of May 5, 2026. Discussion: Clarification provided by DeMarco Management regarding the 8-12 week renovation timeline per quad that will begin at Independence Village. **Voice vote: all in favor. Motion approved.**

c. The Regular Meeting Minutes of December 9, 2025.

**Motion** by Commissioner Sherbanee; seconded by Commissioner Doherty-Peck to move approval of December 9, 2025 Regular Meeting Minutes to the next regularly scheduled meeting of June 16, 2026. Discussion: Approval delayed for review of the minutes by the Authority. **Voice vote: all in favor. Motion approved.**

8. Management Report.

DeMarco Management Housing Manager Lisa Axson read the Management Report into the record as follows:

- **Annual Recertifications**: In process at--Independence Village and Freedom Village
- **Annual Inspections**: Independence Village--complete. Freedom Village--in process
- **Work Orders**: New maintenance requests—10; Completed—6; Independence Village Annual Inspection--35 work orders with multiple maintenance requests documented on each.
  
- **Showed Apartments to Potential Tenants**: 0
- **Waiting List**: Active—15; New—0; Requested Applications—6
- **Occupancy**: Freedom Village vacancies—2; Independence Village vacancies—4; Target Ready Date: offline for relocation

**Administrative:**

1. Total Income as of March 31, 2026--\$96, 731.00  
Tenant Aged Receivables: Total AR--\$46,383.96—1-30 days: 0; 31-60 days: 0—61-90 days: 0—Over 90 days: 0
2. Accounting: Financial Period March 1, 2026 – March 31, 2026
  - Operating Balance (Citizens)--\$68,121.40
  - Operating Balance (Charter Oak)--\$74,431.09
  - Savings (Charter Oak)--\$0.01
  - MHS SSHIP Fund (Citizens)--\$12, 628.15
  - SSHIP (Charter Oak)--\$0.00
3. Financials  
Routine Monthly Financial Reporting is forthcoming from our Accounting Department.

**Correspondence:**

On March 11, Amaya Architects conducted a walk-through of selected areas at Freedom Village in preparation for the RFP for radon mitigation systems.

**Resident Concerns:**

- Residents have raised concerns about the annual recertification process, specifically regarding the volume of paperwork, requirements, and confusion surrounding recent changes to documentation.
- Rent increases

**Grievances Received:** No written grievances received

**Requests:** Several residents have expressed interest in starting a community garden.

**Maintenance:**

- Safety and cleaning protocols remain daily
- Regular maintenance care for property continues

**Activities:** None

**Motion** by Commissioner Sherbanee; seconded by Commissioner Szarzynski to change the date on the DeMarco Management Corporation MHA Administrative Report from March 2026 to April 2026 and that all items labeled on the report as March 2026 refer to April 2026. **Roll Call vote:** *In favor*, Commissioners Doherty-Peck, Sherbanee, Suarez, Szarzynski. *In Opposition*, none. **(4-0-0). Motion approved.**

a. Approval of bills.

**Motion** by Commissioner Suarez; seconded by Commissioner Sherbanee to approve bills. Discussion: Commissioner Szarzynski remarked that the bills need to be obtained. Commissioner Doherty-Peck will get the report received that can reviewed online. **Motion to Table** by Commissioner Szarzynski; seconded by Commissioner Suarez the approval of bills. **Roll Call vote:** *In favor*, Commissioners Doherty-Peck, Sherbanee, Suarez, Szarzynski. *In Opposition*, none. **(4-0-0). Motion approved.**

9. Chairperson’s Report.

Commissioner Doherty-Peck remarked that CHFA Representative Penny Fisher reported at the May 5<sup>th</sup> meeting that the MHA does not have sufficient funds therefore cuts to expenditures must be made. The Commissioner reported having learned today that the \$2,000 per month spent for bottled water will be delivered by the Mohegan Tribe as a gracious offering. Commissioner Sherbanee contacted Senator Cathy Osten, and it was noted that the Town has received State funding so the MHA should be able to have the PILOT waived. In addition, the Commissioner has had discussion with several Town Counselors about waiving the PILOT until the MHA is more financially solvent. The aim of the MHA is to continue to look at the budget to reduce expenses without effecting the tenants.

10. Vice-Chair/Tenant Commissioner Report.

Vice-Chair/Tenant Commissioner Suarez reported that Nexus is in the final development phases but has run into a technical grid capacity constraint with Eversource that they are effectively working to resolve. They guarantee that zero cost at execution remains an absolute priority, and that they are pushing resolution to the Electric Boat infrastructure analysis and will immediately update as soon as they respond. As to the Tenant Commissioner reporting, Beth Sabilia of the Centers for Housing Opportunity presented to an informal gathering of tenants that included refreshments. The meeting was well received and connected tenants with an available outside resource.

11. Treasurer’s Report. – No report

12. Old Business.

Commissioner Sherbanee reported that as the MHA is working on its budget she has spoken to Senator Osten who is willing to introduce rent subsidies for the MHA in the next legislative session. A plan will be written and submitted to the Senator. Commissioner Sherbanee was informally appointed as the lead on the reduction of costs.

13. New Business.

- a. To Consider and Act on a Motion to appoint Maria DeMarco of DeMarco Management Corporation as a signatory for all MHA documents pertaining to grants, renovation projects and financial documents.

**Motion** by Commissioner Sherbanee; seconded by Commissioner Suarez to appoint Maria DeMarco of DeMarco Management Corporation as a signatory for all MHA documents pertaining to grants, renovation projects and financial documents. Discussion: Commissioner Doherty-Peck reported that M. DeMarco is invested and involved with the grants, renovations and finances which was the purpose for hiring the management company. Additionally, M. DeMarco reported that CHFA recommended at the May 5<sup>th</sup> meeting of the Authority to having one (1) signatory for these matters with no financial control by the Commission. Commissioner Szarnzyski currently does the finances for Independence Village that would be taken over by DeMarco Management going forward. Duality would be feasible for oversight purposes but not as a signatory. M. DeMarco clarified that the Management Company does not charge for signatory responsibilities nor attending meetings. **Motion** by Commissioner Suarez for the appointment of Maria DeMarco of DeMarco Management Company as cosigner with the Treasurer as to concerns for a sole signatory regarding concentration of power, fraud, weakened institution, internal controls, custody of assets etc. The MHA should not be involved in the day-to-day operations nor with its finances but have oversight per CHFA, according to Commissioner Sherbanee particularly given the millions of dollars for the renovations. **Original Motion Amended** by Commissioner Doherty-Peck; seconded by Commissioner Sherbanee that DeMarco Management Corporation President Maria DeMarco will act as the sole signatory for the for all MHA documents pertaining to grants, renovation projects and financial documents as recommended by CHFA. **Roll Call vote:** *In favor*, Commissioners Doherty-Peck, Sherbanee, Szarzynski. *In Opposition*, Commissioner Suarez. **(3-1-0). Motion approved.**

- b. To Consider and Act on a Motion to review and revise the MHA Regulations and Bylaws.

**Motion** Commissioner Doherty-Peck; seconded by Commissioner Szarzynski to review and revise the MHA Regulations and Bylaws. Discussion: Commissioner Doherty-Peck reported that some items in these two (2) documents needed to be reviewed and changes made. A meeting to specifically discuss these documents was suggested by Commissioner Sherbanee. M. DeMarco noted that two (2) items that need to be added includes a tenants' election plan and affordable fair housing marketing plan for the closing that need to be voted upon my email. Commissioner Suarez will send an email containing the Bylaws and Regulations to the Commission. She also has six (6) challenges to the bylaws to address.

**Motion Amended** to set a separate meeting for review and revision of the MHA Regulations and Bylaws. Discussion: none. **Roll Call vote:** *In favor*, Commissioners Doherty-Peck, Sherbanee, Suarez, Szarzynski. *In Opposition*, none. **(4-0-0). Motion approved.**

- c. Approval of the CHFA Commitment Letter for Independence Village.

Commissioner Szarzynski reported on a CHFA commitment letter for Independence Village that needs to be approved per the closing attorney prior to closing. It must be discussed at this meeting and approved and the next regularly scheduled meeting. Discussion: none. **Roll Call vote:** *In favor*, Commissioners Doherty-Peck, Sherbanee, Suarez, Szarzynski. *In Opposition*, none. **(4-0-0). Motion approved.**

14. Remarks from the Public/Tenants (3-minute limit)-- None

15. Remarks from Commissioners.

- Commissioner Szarzynski remarked that a meeting of the SSHIP closing went down the list and is looking to get it done by June.
- Commissioner Sherbanee had no comments.
- Commissioner Suarez is not opposed to annual recertification as the ambiguity in lease causes confusion with tenants as it refers to changes in income; and the lease says renewal is bi-annual that is not concrete and the lease verbiage needs to be addressed.
- Commissioner Doherty-Peck agreed that some things required change; apologized for her rude comment; and remarked that changes will need to be made for meetings.

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16. Adjournment.

**Motion** by Commissioner Sherbanee; seconded by Commissioner Szarzynski to adjourn the meeting at 5:30 p.m. **Roll Call vote:** *In favor*, Commissioners Doherty-Peck, Sherbanee, Suarez, Szarzynski. *In Opposition*, none. **(4-0-0). Motion approved.**

Respectfully submitted by,

Gloria J. Gathers  
Recording Secretary  
Montville Housing Authority