

**Colchester Fair Rent Commission**

**March 29, 2014**

**Meeting Minutes**

**Colchester Public Library-Zagray Room**

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*Nancy A. Drav*

**1. Welcome and Introductions**

Kim Russo welcomed the members of the Commission and there was a round of introductions. Steven Schuster ensured that all members of the Commission had been formally sworn in by the Town Council.

**2. Public Comment**

There were no public comments.

**3. Commission Communication Process**

Kim Russo asked everyone to update their contact information. It was decided that the best way to communicate was via email. It was noted that we should start to keep a simple log to track the volume of requests to the Commission. The Commission decided to continue meeting on an as needed basis with a minimum of two meetings per year.

**4. Board of Selectman Request to Committee**

Kim Russo explained that the Board of Selectman had asked how they could be of assistance to the Commission.

There were numerous suggestions made:

- Commission information on the town website needs to be updated-including but not limited to the names of Commission members, meeting agendas, meeting minutes, updated Fair Rent Commission statute and charge
- Add the Request for Assistance Form to the website for easy access
- Calls that come into town hall should be screened to ensure that the individual resides or owns property in Colchester
- Ensure that all requests for assistance are sent to the Chair only
- Add information to the Commission website so that individuals who are not eligible to be assisted by the Commission can still access help. For example, the contact information for Connecticut Legal Services and 211 should be prominent.

#### **4. Business**

The Commission discussed a recent request for assistance and reaffirmed their decision that the fee charged to the complainant is not excessive.

Samantha Van Zilen made a motion to reaffirm that the fee charged to the complainant is not excessive. The motion was seconded by Jack Faski. Motion passed with one abstention, Steven Schuster.

There was a recommendation that the complainant should pursue whether there is the option to look at other insurance companies that may have a lower fee structure.

Jack Faski made a motion to adjourn the meeting at 10:38 am. It was seconded by Steven Schuster. Motion passed unanimously.