



December 17th, 2015

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Minutes

The Colchester Housing Authority met on December 17th, 2015 for its monthly business meeting at Dublin Village. In attendance were: Robert Gustafson, Executive Director, Janet Labella, Chairperson, Marion Spaulding Vice Chairperson, Denise Salmoiraghi, Treasurer, and Lou DelPivo, Tenant Commissioner. Todd Vachon and Rosemary Coyle were not present. The meeting was called to order at 7:07 PM.

The Secretary's minutes for September were reviewed; a motion was made by Marion and seconded by Lou to accept the minutes as submitted.

A motion was made by Denise and seconded by Marion to accept the Financial Report as submitted by the Executive Director; the motion passed unanimously.

PUBLIC COMMENT-none

ADDITIONS TO THE AGENDA-none

COMMUNICATIONS

12/10 Rob met with Larry Wagner here at Dublin Village to further discuss the SCBC timeline and requirements.

12/15 Rob met with Jenifer Svelnys of "Housing Development Team llc." Whose firm has been hired by CHFA to support public housing with rehabilitation and development sustainability.

REPORT OF EXECUTIVE DIRECTOR

10/13 rob sent the completed 6/30/13- 6/30/14 audit to CHFA and the DoH.

10/20 The payment from Geico was received.

10/22 Rob received an invoice from the DoH for rsc and rap adjustments for the amount of \$ 569.00.

10/26 The faulty underground fire alarm wiring was replaced at Ponemah Village.

11/9 Brian prepared and sent the annual tenant and waiting list profile to CHFA.

11/11 The annual workers comp audit was completed. 12/15 received assessment of \$ 209.00.

11/12 Dublin Village generator failure. The radiator and water pump were rebuilt and new belts and hoses were installed.

11/17 The Colchester Leo Club made a donation of two turkeys and all the fixens for our thanksgiving feast at Dublin Village.

RECEIVED
COLCHESTER, CT
2015 DEC 22 PM 2:05
OFFICE OF THE EXECUTIVE DIRECTOR
300 LEBANON AVENUE
COLCHESTER, CT



Colchester Housing Authority

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Directors report continued.

11/23 Laura, Brian and Rob delivered social services thanksgiving gift boxes to nearly all CHA residents.

11/25 Our Thanksgiving feast was thoroughly enjoyed by over thirty five residents!
"Thank you Leo Club"

12/1 Rob mailed the rsc/rap payment of \$ 569.00 along with the rfp's #1 totaling \$ 46,061.00.

12/2 The Colchester Lion Club provided their annual Holiday sing along, a great time was shared by all who attended.

12/3 The Fire Marshal did his annual inspection. Somehow a couple light duty extension cords reappeared after being removed last year and a stairwell emergency light had to be replaced.

12/8 The solar installation began at Ponemah Village.

12/15 The Colchester Leo club donated two large boxes of personal care items to be distributed to our residents. "Thanks again Leo Club!"

A Ponemah Village resident reported that he killed a snake in his apartment. Our cleaning staff Danielle was on site when the incident occurred; she removed the two piece common garter snake that was originally 12 to 14 inches long, she offered to clean up the blood spatter but was told to leave the blood evidence alone. She saved the pieces in a coffee can. When Rob responded to the call the resident excused himself for being so intoxicated. Rob checked the apartment for any possible way the snake could have gotten in to no avail. The resident called Chatham Health for an inspection. Rob was present when the inspection was done. The inspector found no evidence of any cracks, crevices or means of egress a snake could possibly travel to get into the second floor apartment. The inspector suggested the snake may have been carried in within one of the tenants wooden craft projects.

Rob was informed that two of our Ponemah Village residents of engaged to be married! Rob will be providing them a unit transfer request.

12/16 St. Andrews and the Abbott family provided Holiday gift boxes to our Dublin Village residents.

12/17 Our Holiday pot Luck dinner was held at Dublin Village.

12/21 Laura, Brian and Rob will be delivering Holiday gift boxes to the Ponemah Village residents provided by Colchester social services and supplemented by The Leo Club and The Colchester Rotary.

12/23 Rob and Brian are once again blessed with the privilege of helping deliver gift boxes to senior citizens around town from JJES students.

Directors report continued.

Rob reported that all apartments are again occupied and eighty two applicants remain on the waiting list.

One resident is currently at Harrington Court awaiting a back surgery date.

REPORT OF TENANT COMMISSIONER

-Lou reported that "It's getting cold and people are going to stay inside. It's nice."

UNFINISHED BUSINESS-none

NEW BUSINESS-

Rob received an email from 64 Solar requesting a resolution authorizing the Power Purchase Agreement, authorizing Robert Gustafson as Executive Director to execute contracts and confirming that any acts of Robert Gustafson taken prior to this resolution have been confirmed and approved by the board of commissioners. A motion was made by Lou and seconded by Dennise to adopt this resolution which was unanimously voted in favor of.

Rob presented information from ADP payroll service in comparison to our existing service. Rob will meet with their rep on 12/22 to change service to ADP.

A motion to adjourn was made by Lou seconded by Dennise.

The meeting was adjourned at 7:45

Respectfully Yours, 

Robert Gustafson
Acting as Secretary in Todd's absence.

CC: Janet LaBella – Chairperson
Commissioners
Rob Gustafson, Executive Director
Rosemary Coyle, Selectwoman
Town Clerk