



DUBLIN VILLAGE OFFICE 300LEBANON AVENUE
COLCHESTER, CONNECTICUT 06415
(860) 537-5251
FAX (860) 537-5856

January 19, 2017

Minutes

The Colchester Housing Authority met on January 19, 2017 for its monthly business meeting at Dublin Village. In attendance were: Robert Gustafson, Executive Director, Janet Labella, Chairperson, Marion Spaulding, Vice-chair, Todd Vachon, Secretary, Denise Salmoiraghi, Treasurer, and Lou DelPivo, Tenant Commissioner. The meeting was called to order at 7:05 PM.

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

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

PUBLIC COMMENT-none

ADDITIONS TO THE AGENDA-none

COMMUNICATIONS

- Ongoing communications with attorney regarding two cases.
- Ongoing communications with DOH and CHFA regarding pre-development funds.
- Ongoing communications with L. Wagner and C. O'Neil regarding SCBG

REPORT OF EXECUTIVE DIRECTOR

- The DOH & CHFA amended the pre-development funding agreement to change the allowable dates of payment reimbursement. CHA will now be reimbursed for all expended funds for the improvement project and will have a small reserve for any unforeseen expenses.
- Letter of award, dated 1-5-17, was sent to Jason Jacaruso, President of D/E/F Services Group Ltd. accepting their bid of \$699,500 for the SCBG renovations.
- SCBG contract was signed on 1-19-17. In attendance were Art Shilosky, Lou Delpivo, Chris O'Neil, Jason Jacaruso, Larry Wagner, and Rob Gustafson. All required documents were exchanged except certificates of insurance, which will be sent directly to L. Wagner. The scope of work, timeline, and background checks for employees was discussed. The start date is approximately 8-10 weeks away (end of March).
- 1-12-17 Revised rent roll and RFP #2 for RAP \$38,853 was sent o DOH
- 1-13-17 RSC RFP #3 \$3, 612.50 was sent to DOH

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REPORT OF TENANT COMMISSIONER

-Lou reported that "Everything has been very quiet."

UNFINISHED BUSINESS-none

NEW BUSINESS

-Storage space will be needed for some tenant's belongings during the renovations.
Various options will be explored.

The meeting was adjourned at 7:23

Respectfully Yours, *Todd Vachon*

Todd Vachon
Secretary

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

