



April 20<sup>th</sup>, 2017

### Minutes

The Colchester Housing Authority met on April 20<sup>th</sup>, 2017 for its monthly business meeting at Dublin Village. In attendance were: Robert Gustafson, Executive Director, Janet Labella, Chairperson, Marion Spaulding, Vice-chair, Denise Salmoiraghi, Treasurer, and Lou DelPivo, Tenant Commissioner.

The meeting was called to order at 7:05 PM.

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

The financial report for March was reviewed; A motion was made by Lou and seconded by Denise 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 numerous communications with everyone involved with the upcoming remodeling, the upcoming SSHP grant application, The DOH and CHFA, our Auditor and Attorney.

### ***REPORT OF EXECUTIVE DIRECTOR***

- 3-22 The annual Fire Marshals inspection revealed one light duty extension cord that we promptly replaced with a power strip.
- 3-23 Rob and Brian attended the accounting conversion training session at CHFA.
- 3-24 The second environmental study update was completed for the SSHP grant application.
- 3-30 The keys to E-206-41 were returned.
- 4-5 E-92-22 received the NTQ with and end date of the 11<sup>th</sup> and a return date of 4-24.
- 4-11 The trees were removed from Dublin Village.
- 4-13 A large storage container was delivered at Dublin, a sure sign that the remodeling will soon be underway.

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Gayle Furman  
TOWN CLERK





*April 20<sup>th</sup> 2017*  
*Page 2 of 2*

4-13 Shipman's Fire Equipment performed their annual extinguisher service.

4-17 Thirty five bathroom vanity cabinets were delivered to the storage container.

4-20 American Alarm Company performed their annual fire alarm system testing.

The Auditor nearly completed the 6-30-15 thru 6-30-16 audit, it should be completed on 4-21.

4-24 Work is slated to begin on the bathroom remodeling, beginning at #41 counting down to #1. Coordinating the asbestos removal with the air quality testing for the older units became a timing issue, hence the reverse order.

A meeting with Wagner & Associates, our contractor D/E/F and our architect Quisenberry & Acari is scheduled for 9:30 at Dublin Village.

4-26 Is the SSHP application submission date. This will be our second attempt for this grant.

### ***REPORT OF TENANT COMMISSIONER***

-Lou reported that the warmer weather is upon us and the residents are ready to begin gardening!

### ***UNFINISHED BUSINESS-none***

### ***NEW BUSINESS- none***

The meeting was adjourned at 7:35

Respectfully submitted by,

Robert Gustafson, Executive Director

CC: Janet LaBella – Chairperson  
CHA Board of Commissioners  
Town Clerk

