

Montville Housing Authority Meeting Minutes

June 20, 2023 at 5:00 PM

Freedom Village

1. Call to Order-5:04
2. Roll Call-Joe Jaskiewicz, Dee Morton, Beverly Matteson and Angela Sherbanee present, John Szarzynski
3. Remarks from Tenants-none
4. Remarks from Public-none
5. Approval of Minutes-Joe J. motioned, Beverly M. seconded, all in favor.
6. Approval of Payment of Bills- Angela S. motioned and Dee M seconded, all in favor.
7. Correspondence:
 - a. Fire and Housekeeping- Failed
 - i. Going to give letters and two weeks to fix
 - ii. Independence- 2 fire codes failures, emergency light failure and horn failed-both have been repaired.
 - iii. Freedom- 1 fire code failure, emergency light failure-will be fixed tomorrow.
 - iv. Sunday alarm went off-but nothing was wrong (failure of electrical system-they are obsolete)
 - v. Through priority capital needs the whole system needs to be updated.
 - b. Capital Needs Assessment needs to be done, last done in 2012. This is so we can get money from state to finish bathrooms and HVAC.
 - c. All small stoves will now be replaced by standard stoves. Small stoves to expensive to repair or replace parts and standard stoves are ADA compliant.
 - d. Invoice \$2455.02-Housing Telecommunications. It was for 5 people to be trained, only 2 have used at this time. Shirley is looking for free trainings through CHAFA and Insurance. We will not be paying the invoice.

8. Reports
 - a. Account Balances- Dime-\$8,204.77, Citizens-\$112,127.38
Owed from tenants \$1,578.66, has gone down from last month.
 - b. Occupancy-Full
9. Old business-
 - a. Additional Addendum for leases-Addendum 15 Section 2, Dee will revise with the statute and will vote on it at the next meeting. Addendum 16-vote on at the next meeting.
 - b. Bylaws-Dee will revise and vote on at the next meeting.
10. New Business
 - a. Executive Session-letter
 - b. Discussion on Potted Plants- excessive potted plants. Only 3 potted plants in appropriate planters will be allowed. Must be cleaned up at the end of the season. This will be implemented in November
 - c. Discussion on Employee Handbook-Shirley working on with ADP to make one. (ADP do this for Housing Authorities)
 - d. Capital Needs Assessments-see correspondence
 - e. Housekeeping and Fire Inspections- Many failed in housekeeping. People need help, some people cannot take care of themselves. CHAFA and Fire Safety set the standards. Grant has been written at senior center to get people housekeeping help.
 - f. Montville Housing Authority will pay for Angela, Dee and Shirley to take a great writing class through New London Adult Education-Dee M. motioned, Beverly M. seconded, All in favor.
11. Remarks from Public-None
12. Remarks from Tenants-
 - a. Immediate Eviction, what was that for? Dee M stated that was for hate speech or racism.
13. Remarks from Commissioners-None
14. Executive Session - 6:14-6:28
15. Adjourn at 6:30