

**Town of Groton Housing Authority  
Groton, Connecticut  
Meeting Minutes  
May 22, 2019  
Community Room Grasso Gardens**

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**Commissioners : Nancy Codeanne Chair, Robert Frink Vice-Chair, John Casey, Paul Filippetti, Christopher Annino, Tenant Commissioner**

**Executive Director: Robert Cappelletti**

**Property Manager: Jamie Lee**

1. Meeting was called to order at 3:05 P.M. by Chair Codeanne
2. Roll Call: All Commissioners present. 12 residents were in attendance.
3. Public Comment: A resident raised questions relative to rumors circulating about financial difficulties in the Housing Authority. A question also about Tenant Meetings at Grasso. These will be addressed with the residents through the Property Manager's office.
4. Tenant Commissioner: A report was given. Four meetings, two at each property have been held. Addressing the issue of alarms, a safety meeting is being organized with EMS and the Police Dept. participating to discuss residents' safety questions.
5. A motion to approve the minutes of the meeting of April 25, 2018 was made by Commissioner Frink, seconded by Commissioner Casey. Commissioner Filippetti called for a correction to the time of adjournment at 4:15 not 3:15. Motion passed unanimously with this correction.
6. Financials:
  - a. A motion to approve the payment of the bills as presented was made by Commissioner Filippetti, seconded by Commissioner Frink. No discussion. The vote to approve the payment of the bills passed unanimously.
  - b. Motion to approve the payment of the MHA 1Q2019 Invoice was made by Commissioner Filippetti and seconded by Commissioner Frink. No discussion. Motion passed unanimously.
  - c. The monthly financials were reviewed.

## **Updates:**

- 7. Executive Director Cappelletti reviewed the progress on building 31 at Pequot Village. The development team is meeting twice a month and the General Contractor has submitted the building permit to the town. The Town honored the cooperation agreement and did not charge any permit fees.**

**The Fire Department is imposing a building safety review fee in excess of \$15,000 which is an unusually high fee. An appeal letter will be sent.**

**Tree removal will be explored as there are four large oak trees and some smaller trees which may create safety issues as construction progresses. Estimates are being gathered.**

**GHA has submitted drawdown reimbursements to the Green Bank under the Navigator Predevelopment loan and is awaiting funds. Invoices will continue to be submitted as required.**

- 8. Property Manager's Report and Resident Services Coordinator's Report were reviewed.**

**Building 35 is now vacant with the last resident moved on May 7<sup>th</sup>. All reusable materials will be stored. Abatement estimates are being accepted.**

**A new garage has been installed on Pequot Village property for maintenance to house machinery and supplies.**

**SRAP contracts went into effect May 1, 2019 with an additional 32 residents eligible. New rents go in effect July 1. This will put the base rents in line with current base rents and stratified rents.**

**The GHA website now has the application available to print.**

**Notices have been sent to each resident to complete the form to petition for an election. As of May 15<sup>th</sup> 7 petitions were received. The deadline is May 31<sup>st</sup>. Informational meetings at both Grasso Gardens and Pequot Village have been held.**

- 9. New Business**

- a. Pet Liability Insurance (Therapy pets/Companion pets) will be instituted and added to the rental policy. This will cover damage to other residents as well as property. The cost will be approximately \$50 annually. This will come to the Board at the next meeting in the form of a Policy.**

**10. Motion to adjourn made by Commissioner Frink, seconded by Commissioner Casey.  
Motion passed unanimously.**

**Meeting adjourned 4:19 P.M.**

**Respectfully Submitted,**

A handwritten signature in black ink, appearing to read "Robert Cappelletti". The signature is written in a cursive style with a large initial "R".

**Robert Cappelletti**

**Executive Director**