

Meeting Minutes – Final
Groton Housing Authority
Groton, Connecticut
July 24, 2019
Grasso Gardens Community Room

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

Executive Director: Robert Cappelletti

Property Manager: Jamie Lee

1. Meeting was called to order at 3:07P.M. By Chair Codeanne

Roll Call: Commissioners Codeanne, Frink and Filippetti were present.

2. Public Comment: Nine residents were in attendance. Two residents had comments. Both stated that they are candidates for Resident Commissioner. Other comments included flooding on roads on GHA property and the need for shade over a bench where a tree has been removed and the bench is now in full sunlight. It was mentioned that at least one resident uses the bench to rest on when she returns from grocery shopping and shade is needed. These comments were noted and will be addressed by the Property Manager.

3. Tenant Commissioner: No Report.

4. Review and approval of meeting minutes. (Note – The June meeting was canceled for lack of a quorum).

May 22, 2019 meeting minutes were reviewed. Motion to approve by Commissioner Fillipetti, second by Commissioner Frink. Passed unanimously.

July 2, 2019. Special Meeting. Motion to approve minutes made by Commissioner Codeanne, second by Commissioner Frink. Passed unanimously.

5. A motion to approve the July 2019 Check Register was made by Commissioner Filippetti, seconded by Commissioner Frink. The Property Manager advised that next month there would be additional payments to R.B. Kent & Sons for replacement of heat pumps due to heavy use and failure during the recent heat wave. The motion to approve the July Check Register passed unanimously.

6. A motion to approve the Monthly Financials was made by Commissioner Frink and seconded by Commissioner Fillipetti. The motion passed unanimously.

7. Executive Director Update;

- A. The state has cut funding for the Resident Services Coordinator (RSC) by \$6k. As a result the RSC hours will be reduced to 4 days a week (Tues – Fri), 9am – 4pm.
- B. Pequot Village Passive House Project (PV PHP), Phase I Bldgs 31 & 35.
 - a. The abatement of hazardous materials from bldg. 35 is on-going and should be completed by Friday Aug. 2. Demolition of bldg. 35 will proceed once abatement is completed.
 - b. Construction will start on bldgs. 31 & 35 after demolition is completed which is expected to be Aug 15.
 - c. GHA paid the PBF D Fire Marshall \$15,000 for inspections with the understanding that GHA will go to court to get a determination on the validity of this charge with a view to avoid much larger charges as the PV PHP proceeds.
- C. GHA discussions continued with the owners of the Groton Family Farm. GHA is waiting for a list of requirements from the owners from which GHA will develop a proposal.

8. Property Manager's Report;

- A. State Rental Assistance Program (SRAP) contracts went into effect on May 1. Thirty-two additional residents are eligible, applications are being processed and apartment inspections for SRAP approval are being scheduled.
- B. There were two new tenant leases this period, one at Pequot Village (PV) and one at Grasso Gardens (GG). Three resident transfers at PV are being processed for reasonable accommodation purposes. There are 9 individuals on the rental waiting list. The GHA web site continues to see 40 – 50 monthly visitors.
- C. 93 maintenance work orders, 47 at PV and 46 at GG, were closed out in June representing approximately \$10,000 in maintenance and apartment rehab work.
- D. Resident Commissioner Election will be held on Wednesday July 31, 2019 from 2:00 P.M. to 4:00 P.M. A petition for election was successfully filed, the nomination procedure was provided to each resident. Two residents were nominated and a 'Meet and Greet' with the candidates was held on Tuesday, July 23. The League of Women's Voters will oversee the election.
- E. The Chair asked that the GHA web site be updated.

11. Old Business

- A. PVPH Model Building Update – Previously discussed and reported in the Executive Directors report.

12. New Business

- A. Review of Audited Financials. Commissioner Filippetti mentioned that there was a rule change by the State on how the bi-annual audit is to be performed, that the rule change was not well publicized and that the Auditor apparently was not aware of the change. Therefore the audit will require several adjustments to meet the new rule. This item was then tabled to the August 2019 meeting.
- B. Resolution 2019-4. Ground Lease in favor of Pequot Village I LLC. This item was not on the agenda for this meeting. It was added to the agenda and acted on as follows; Motion to add Resolution 2019-4 to the agenda made by Commissioner Filippetti, seconded by Commissioner Frink. Motion passed unanimously. Motion to approve Resolution 2019-4 made by Commissioner Frink, seconded by Commissioner Filippetti. The motion passed unanimously.

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

Meeting adjourned 3:49 P.M.

Respectfully Submitted,



Robert Cappelletti
Executive Director