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Meeting Minutes
Groton Housing Authority
Groton, Connecticut
October 23, 2019

Pequot Village Community Room

Commissioners : Nancy Codeanne Chair, Robert Frink Vice-Chair, John Casey, Paul Filippetti, C. Cookson, Tenant Commissioner

Executive Director: Robert Cappelletti

Property Manager: Jamie Lee

1. Meeting was called to order at 3:03 P.M. by Vice Chair Frink
2. Roll Call: Commissioners Casey, Cookson and Frink were present. Commissioner Codeanne arrived at 3:07.
3. Public Comment:
 - a. One resident was in attendance.
 - b. There were no comments.
4. Tenant Commissioner Update
 - a. Commissioner Cookson reported that there has been positive feedback on the Pequot Village Passive House Project underway at Pequot Village.
5. Review and approval of the Sept 25, 2019 meeting minutes.
 - a. Motion to approve by Commissioner Cookson, second by Commissioner Casey. Motion passed unanimously.
6. Financials
 - a. Review of bills paid for October yielded a couple questions. Question was asked on the \$1511.50 payment to Conway and Londregan PC. This was for legal services related to a recent eviction hearing. An additional question was asked on the \$1500.00 payment to Superior Sewer and Drain. This was for an emergency call-out on a weekend for a clogged sewer line. A communication will be made to the residents regarding items that should not be flushed down the toilet.
 - b. September 2019 Financials review during the meeting that It was noted that Dwelling Vacancy Loss through Sept. is \$86,100. This is primarily due to lost occupancy of buildings 31 and 35 as they are being

redeveloped; and that the redevelopment was held up by issues with the Fire Marshall over excessively high inspection and permit fees. Occupancy is expected for these buildings no later than March 2020. It was also noted that the Check Register total through Sept 30, 2019 does not equal Total Operating Expenses through Sept 30, 2019, line 106 on the Interim Statement of Operations. Commissioner Frink will follow-up on this with the Director. The following lines on the Interim Statement of Operations were in positive variance (over spent) by significant amounts. The Director will investigate these items and report back to the GHA Board; Line 41 Conventions and Meetings, Line 99 Workers Compensation and Line 102 Other Post-Employment Benefit Expense.

A motion to approve the Monthly Financials was made by Commissioner Casey and seconded by Commissioner Codean. The motion passed unanimously.

7. Executive Director Update

- a. PV Passive House Project completion of both buildings in this project, 31 and 35, is currently scheduled for mid-February 2020. Building 31 is approximately 70% framed. Roof sheathing, doors and windows to go. Framing of building 35 has just started. GHA is still waiting for the projected energy usage and cost report from HEF. This is needed to size the geo-thermal system for buildings 31 and 35. A construction loan for this project will close pending approval by the State Department of Housing.

Development activity with the Groton Family Farm property is currently on-hold while the owners decide what they want to do with the farm.

8. Property Manager Report

Tree damage from a recent wind storm was cleaned-up at Grasso Gardens and Pequot Village. Benches at Grasso Gardens have been painted and stained.

Resident comments from the September GHA meeting were addressed including smoking on the properties, laundry room hours and machines, condition of the benches at Grasso Gardens and the proper disposal of household hazardous waste.

SRAP applications for the 32 contracts that became effective on May 1 are nearing completion. Two new leases were scheduled for October with one completed as of this meeting.

The status of open work orders was also reviewed. The Property Manager is taking steps to update the GHA web site.

9. Old Business

- a. PVPH Model Building Update – See item 7a above.
- b. Review of Audited Financials 2017-2018

Motion made by Codeanne and seconded by Casey to approve the audited financials. Motion passed unanimously. The audit is in GAP format as required by recent CHFA rules.

10. New Business

- a. Review and Approve 2020 Meeting Schedule

Motion to approve the 2020 meeting schedule made by Casey and seconded by Codeanne. Motion passed unanimously

- b. Resolution 2019-5 Loan Agreement with Chelsea Groton Bank.

This resolution authorizes the Executive Director to enter into a loan agreement with Chelsea Groton bank for \$3.5M and to grant a first priority mortgage to the bank as collateral. This is the construction loan for the PVPH project.

Motion to approve the resolution made by Casey and seconded by Codeanne. Motion passed unanimously.

The loan requires approval by the State Department of Housing. The approval process is underway.

11. Adjournment

Motion to adjourn made by Frink and seconded by Codeanne. The meeting was adjourned at 4:09PM.

Respectfully Submitted,



Robert Cappelletti
Secretary