

Meeting Minutes
Groton Housing Authority
Groton, Connecticut
January 22, 2020

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Community Room Pequot Village

**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 3:05 P.M. by Chair Codeanne
2. Roll Call: All Commissioners present. No residents were in attendance.
3. Public Comment: None, no residents attended the scheduled meeting at Pequot Village.
4. Tenant Commissioner: Informal conversations with the Tenant Commissioner centered on an incident requiring police and an ambulance. Tenant Commissioner Cookson encouraged residents, again, to contact the office for information.

Tenant meeting schedules will be posted at Pequot and Grasso.

5. A motion to approve the minutes of the meeting of December 18, 2019 was made by Commissioner Frink, seconded by Commissioner Filippetti. No discussion. Motion passed unanimously.

6. Financials

- A. A motion to approve the payment of the bills as presented was made by Commissioner Frink, seconded by Commissioner Cookson.
- B. The monthly financials were reviewed. The board reviewed the Financial Statement Executive Summary for the period ending December 31, 2019. This included the balance sheet including assets and liabilities and a period to date actual to budget with variances.

A schedule of Modernization Grants was reviewed and discussed with suggestions for clarification.

7. Executive Director Cappelletti

A report on the progress of the Pequot Village Passive House project was given. Roofing is being completed. Solar roofing began the week of January 13th. Interior work cannot be done until the building is weather tight. The Geothermal installation is being scheduled. Weekly construction meetings will now be held as needed. Residents will have the opportunity to preview the apartments and make suggestions for future construction projects when buildings are completed.

Closing on the Chelsea Groton Bank loan is scheduled for Thursday, January 23, 2020.

8. Property Manager's Report

Resident Services Coordinator is assisting with GHA Recertification for 2020 which will go into effect May 1, 2020. Also, SRAP forms are being completed for redetermination with the state. These go into effect July 1, 2020.

Six new applications have been given out in the last month and the waiting list consists of 5 applicants.

All financials for December have been submitted.

Construction paperwork has been submitted to Chelsea Groton and the inspection by the bank has been completed.

It was discussed to start looking at putting together an updated website. Property Manager will look into.

9. Old Business

- a. Reviewed in Executive Director's and Property Manager's reports.


10. New Business:

- a. Discussion to possibly draft a five year plan

11. Motion to adjourn made by Commissioner Casey seconded by Commissioner Frink. Motion passed unanimously.

Meeting adjourned 4:30 P.M.

Respectively Submitted,



Robert Cappelletti
Secretary