

Minutes of Monthly Meeting on February 14, 2023

Tuesday-7:00 PM

49 Tremko Lane, Ashford, CT 06278

1. Roll Call: Chairperson Dennis Poitras called the meeting to order at 7:05 pm. Commissioners Ann Phillips, Sandy Fletcher and Sandy Labrecque were present.

Public present: Holly Hensel, Carol Olsen, Olga Gutierrez, Elaine Bissonnette, Frances Horila

Staff Present: Jessica Miller

2. Minutes: The Minutes of the Annual Meeting of January 12, 2023 were reviewed.

MOTION: Commissioner Phillips made the motion to approve the December minutes.

SECOND: Commissioner Labrecque seconded the motion.

VOTE: All in favor

3. Director's Report: A new tenant moved into apartment 203 last week. Annual apartment inspections were completed in January. Hallway painting continues on the second floor. Jessica will switch the Escrow account into an account at Berkshire Bank. Currently, M&T Bank charges a high maintenance fee for this account.

5. Budget Report: The monthly budget report for January was reviewed. Jessica indicated the Capital One card balance that was high due to purchase of 33 smoke alarms. In addition, Dime oil invoice of \$16,244 was paid and Casella Waste monthly bill has increased by 30%.

MOTION: Commissioner Labrecque made the motion to approve the January budget report.

SECOND: Commissioner Phillips seconded the motion

VOTE: All in favor

6. Ashford Housing Development: The AHDC Board will meet next Tuesday, February 21, 2023 at 6pm.

7. New Business: Director Miller reviewed a proposal for the Commission to increase the base rent annually by 2-4%. All four levels of rent would be increased at the same percentage rate. This will help to prevent larger increases in rent biennially. A notice will be sent out to tenants with a meeting scheduled for March. The Commission will vote on the increase in April.

A maintenance Policy has been created as part of the 5 year Maintenance Plan. The maintenance plan will include a schedule for equipment replacement and preventative maintenance projects to be completed in the next five years. A public comment period will be posted with the policy for tenants to review and submit comments. This policy and Maintenance Plan will be approved at the May Commission Meeting. The annual report for 2023 was distributed to Commissioners.

8. Public Access: Director Miller had stated the lawn mower will need to be replaced within 5 years. Holly asked if AHA would ask the town to help cover the cost of a new mower. AHA has an agreement with the Town of Ashford to mow the field in the park in exchange for the town to plow the parking spaces. AHA may ask the town for funds; this will be determined at the time of purchase.

9. Adjournment: Meeting was adjourned at 7:47pm.
MOTION: Commissioner Fletcher made the motion to adjourn.
SECOND: Commissioner Phillips seconded the motion.
VOTE: All in favor

Respectfully submitted by
Jessica Miller

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