

Minutes of Monthly Meeting on April 11, 2023
Tuesday-7:00 PM

49 Tremko Lane, Ashford, CT 06278

1. Roll Call: Chairperson Dennis Poitras called the meeting to order at 7:00 pm. Commissioners Ann Phillips, Sandy Fletcher and Sandy Labrecque were present.

Public present: NONE

Staff Present: Jessica Miller

2. Minutes: The Minutes of the Monthly Meeting of March 14, 2023 were reviewed.

MOTION: Ms. Labrecque made the motion to approve the March minutes.

SECOND: Ms. Phillips seconded the motion.

VOTE: All in favor

3. Director's Report: Encore Fire Protection completed the annual fire alarm and sprinkler inspection on April 5, 2023. CHFA is hosting a roundtable discussion on June 15, 2023 for SSHP properties. Ms. Miller will attend and encouraged Commissioners to attend if they can. Ms. Miller attended a CDBG workshop on March 28, 2023. Although AHA is not applying for Community Development Block Grant funds until May of 2024, the workshop was very informative. Ms. Miller posted the RFP for Legal Services. The full RFP is available on the AHA website; the deadline is May 5, 2023.

5. Budget Report: The monthly budget report for March was reviewed. Ms. Labrecque provided a quote for refuse removal from a different company; Ms. Miller will follow up.

MOTION: Ms. Phillips made the motion to approve the March budget report.

SECOND: Ms. Fletcher seconded the motion

VOTE: All in favor

6. Ashford Housing Development: Nothing new to report.

7. New Business: Approval of Base Rent Increase

Ms. Miller held a meeting with tenants on March 27, 2023. Six tenants were in attendance. The proposed increase is 2.5% for all levels of base rent. Ms. Miller discussed the reasoning for the rent increase and answered questions regarding the rent increase. We also discussed the proposed rehabilitation of Pompey Hollow. No written comments were received.

MOTION: Ms. Fletcher made the motion to approve the Base Rent Increase as proposed.

SECOND: Mr. Poitras seconded the motion

VOTE: All in favor

Approval of the FY 2024 Management Plan

Ms. Miller reviewed the proposed budget for FY 2024 with the Commission. The proposed budget was made available to tenants prior to the meeting. A discussion ensued as the Commission reviewed each line item of the proposed budget. The ERAP amount may be adjusted slightly; Ms. Miller has one more recertification to complete.

MOTION: Ms. Phillips made the motion to approve the FY 2024 Management Plan as presented.

SECOND: Ms. Labrecque seconded the motion

VOTE: All in favor

8. Public Access: None

9. Adjournment: Meeting was adjourned at 8:27 pm.

MOTION: Ms. Fletcher made the motion to adjourn.

SECOND: Ms. Phillips seconded the motion.

VOTE: All in favor

Respectfully submitted by
Jessica Miller

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