
Minutes of Monthly Meeting on June 13, 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 April 11, 2023 and Special Meeting on May 23, 2023 were reviewed.

MOTION: Ms. Phillips made the motion to approve the April and May minutes.

SECOND: Ms. Fletcher seconded the motion.

VOTE: All in favor

3. Director's Report: Ms. Miller hired a new administrative assistant, Laura Netro-Price, in April. She will work 18 hours per week. AHA switched to CWPM for refuse removal, this will significantly lower the monthly cost. Ms. Miller is procuring quotes for Fire/sprinkler inspection services.

5. Budget Report: The monthly budget report for April and May were reviewed. The 3rd quarter financial report was also reviewed.

MOTION: Ms. Phillips made the motion to approve the April and May budget reports.

SECOND: Ms. Fletcher seconded the motion

VOTE: All in favor

6. Ashford Housing Development: The board met on May 23, 2023. The board discussed a fundraising plan and also discussed the rehab project for the building.

7. New Business: Ms. Miller discussed the insurance premium for property and liability coverage, which increased by 76% from last year. Ms. Miller is looking for a new agency. The commission reviewed the engagement letter from Maletta & Company for the biennial audit which is due at the end of the year. The Commission reviewed the RFP for development consultant. Ms. Miller will place a legal notice this week and the RFP is due on July 17, 2023.

8. Public Access: None

9. Adjournment: Meeting was adjourned at 8:15 pm.

MOTION: Ms. Phillips made the motion to adjourn.

SECOND: Ms. Labrecque seconded the motion.

VOTE: All in favor

Respectfully submitted by
Jessica Miller

