
Minutes of Monthly Meeting on August 8, 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 July 11, 2023 were reviewed.

MOTION: Ms. Phillips made the motion to approve the July minutes.

SECOND: Ms. Fletcher seconded the motion.

VOTE: All in favor

3. Director's Report: CHFA made a site visit in July. Director Miller distributed the report to the Commissioners for review. Ms. Miller held 2 emergency preparedness meetings in July for residents. Fire evacuation and severe weather protocols were reviewed. Both meetings were well attended. The office is working on obtaining quotes for boiler maintenance and gutter cleaning. Ms. Miller provided an update on the July 25, 2023 BOS meeting. Ms. Miller reviewed the amended ARPA request with the BOS. In addition, the Ashford BOS voted to approve the application for change of use for program income for CDBG funds to be used for predevelopment costs associated with the small cities grant.

4. Budget Report: The monthly budget report for July was reviewed. Ms. Labrecque had a question on the Dime Oil invoice; it was on the June and July report. Ms. Miller will find out why it was on both reports.

MOTION: Ms. Labrecque made the motion to approve the July budget report.

SECOND: Ms. Phillips seconded the motion

VOTE: All in favor

5. Ashford Housing Development: Next meeting is scheduled for Tuesday August 22, 2023.

6. Old Business: Ms. Miller will meet with Eastern Insurance Associates later in July for an update on possible new insurance opportunities.

7. New Business: Ms. Miller reviewed the RFQ for Architectural and Engineering services for rehab project. The RFQ will be posted later in August. Ms. Miller also stated the RFP for Development Consultant was resubmitted to the Hartford Courant and the DAS procurement site, CT Source.

8. Public Access: None

9. Adjournment: Meeting was adjourned at 7:55 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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