
Minutes of Monthly Meeting on February 13, 2024

Tuesday-7:00 PM

49 Tremko Lane, Ashford, CT 06278

and virtually via Zoom

1. Roll Call: Chairman Dennis Poitras called the meeting to order at 7:07 pm. Chairman Dennis Poitras, Commissioners Ann Phillips and Bill Kerensky were present on Zoom. Sandy Labrecque was in-person.

Public present: None

Staff Present: Jessica Miller on Zoom.

2. Minutes: The Minutes of the Monthly Meeting of December 12, 2023 and Special Meeting on December 27, 2023 were reviewed.

MOTION: Ms. Labrecque made the motion to approve both December meeting minutes.

SECOND: Ms. Phillips seconded the motion.

VOTE: All in favor

3. Election of Officers:

MOTION: Mr. Poitras made the motion to approve the slate of officers as presented below.

SECOND: Ms. Labrecque seconded the motion

VOTE: All in favor

Chairman: Dennis Poitras

Vice Chair: Bill Kerensky

Treasurer: Ann Phillips

Asst. Treasurer: Vacant

Resident Commissioner: Sandy Labrecque

4. Director's Report: Ms. Miller reported the following updates:

- Annual apartment inspections are complete. As a result of the inspection, maintenance staff painted several apartment doors and will paint 2-3 apartments. Residents living in an apartment more than 10 years are painted first.
- AHA has a new contractor for the emergency generator.
- Director Miller has set up a committee with residents to plan the 30th anniversary of PSHS.
- Waitlist closed on January 31, 2024. Ten applicants were added to the waitlist. There are 28 applicants on the waitlist with a wait time of 2-3 years.

5. Budget Report: The monthly budget reports for December and January were reviewed.

MOTION: Mr. Poitras made the motion to approve the December and January budget reports.

SECOND: Mr. Kerensky seconded the motion

VOTE: All in favor

Ms. Miller also reviewed the second quarter financial report. The report shows a positive cash flow due to a few factors including: higher than budgeted income, no large delivery of oil yet and maintenance expenses are on par with budget.

6. Ashford Housing Development Corp: The board will meet Tuesday, February 20, 2024 at 6pm. The 2024 budget and strategic plan will be discussed.

7. Moderate Rehab Project: The commission interviewed three architects for the project and chose Capital Studio Architect. A site visit has been scheduled later in February.

8. Business: Ms. Miller reviewed updates to the strategic plan. Each year the Commission reviews and updates, as necessary, goals and objectives to complete specific to the current year. Ms. Miller reviewed a pro forma budget which demonstrated that it will be challenging to keep a positive cash flow through 2032. This scenario has been typical for AHA. The pro forma assumed a yearly 3% base rent increase. The pro forma also showed the reserve account at \$10,000 by 2026, which requires a large increase for the next two years. This is a new goal in the strategic plan.

Ms. Miller distributed the 2023 Annual report for review. The report is sent to DOH and Ashford town hall.

In addition, the Commission agreed to move forward with a proposed base rent increase of 3%.

A 30-day notice has been issued for a tenant meeting scheduled on March 12, 2024.

Lastly, the Commission reviewed and discussed the 2022 and 2023 audit report completed by Maletta and Company.

MOTION: Mr. Kerensky made the motion to approve the financial audit statement for FY 2022- 2023.

SECOND: Mr. Poitras seconded the motion.

VOTE: All in favor.

9. Public Access: None

10. Adjournment: Meeting was adjourned at 7:50 pm.

MOTION: Mr. Kerensky made the motion to adjourn.

SECOND: Ms. Phillips seconded the motion.

VOTE: All in favor

Respectfully submitted by
Jessica Miller

