

Minutes of Monthly Meeting on October 10, 2023

Tuesday-7:00 PM

49 Tremko Lane, Ashford, CT 06278

**1. Roll Call:** Chairman Dennis Poitras called the meeting to order at 7:17 pm. Commissioners Ann Phillips and Sandy Labrecque were present. Sandy Fletcher was excused.

**Public present:** Carol Olsen, Holly Hensel and Frances Horilla

**Staff Present:** Jessica Miller

**2. Minutes:** The Minutes of the Monthly Meeting of September 12, 2023 were reviewed.

**MOTION:** Ms. Labrecque made the motion to approve the September minutes.

**SECOND:** Ms. Phillips seconded the motion.

**VOTE:** All in favor

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

The gutters were cleaned in September.

A large flat screen TV for the dining room was donated by an Ashford resident. Maintenance will hang the TV by the end of October after the support blocking has been installed.

The Capital Needs Assessment will occur on October 17<sup>th</sup>. US Housing Consultants will perform the Assessment. This is a requirement for the upcoming rehab project.

Fire Protection Team will replace an 11 ft. section of the sprinkler pipe in the attic next week due to an air leak. This is the second leak to occur in the last few months.

State Auto will complete a reassessment of the property next week as well.

**4. Budget Report:** The monthly budget report for September was reviewed. Ms. Miller reviewed the quarterly financial report with Commissioners.

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

**SECOND:** Ms. Labrecque seconded the motion

**VOTE:** All in favor

**5. Ashford Housing Development:** Possible meeting date in November TBD

**6. Moderate Rehab Project:** Ms. Miller completed the CDBG 101 and Environmental Review training. Ms. Miller sent a direct solicitation to several Housing Development consultants for proposals. A RFQ for Architectural/Engineering services will be published and solicited on October 17, 2023. The RFQ is due on November 15, 2023.

**7. New Business:** Ms. Miller notified the Commission of Ms. Fletchers resignation.

**8. Public Access: None**

**9. Adjournment:** Meeting was adjourned at 7:47 pm.

**MOTION:** Ms. Labrecque made the motion to adjourn.

**SECOND:** Ms. Phillips seconded the motion.

**VOTE:** All in favor

Respectfully submitted by  
Jessica Miller

*Jessica Miller*