



Chairman
Charles Duzy

TOWN OF LEDYARD CONNECTICUT

Housing Authority

~ AGENDA ~

60 Kings Corner
Kings Corner Manor
Gales Ferry, Connecticut 06335

Regular Meeting

Monday, August 1, 2022

7:00 PM

Kings Corner Manor

I. CALL TO ORDER

II. ROLL CALL

III. OPENING AND CLOSING OF FLOOR TO TENANTS

Comments limited to three (3) minutes Total time allotted thirty (30) minutes

IV. BOARD MEMBER COMMENTS

V. REPORTS

1. Motion to accept the Payment of Bills and Financial report
2. Reports of the Executive Director
3. Reports of the Chairman

VI. APPROVAL OF MINUTES

1. MOTION to approve the Regular Meeting Minutes of May, Special Meeting Minutes of May & June

Attachments: [Housing Authority - Regular Meeting - 02 May 2022 - Minutes for Town](#)
[Housing Authority - Special Meeting - 05 May 2022 - Minutes for Town](#)
[Housing Authority - Special Meeting - 27 Jun 2022 - Minutes for Town](#)

VII. OLD BUSINESS

1. CDBG Small Cities Grant

Any Old Business proper to come before the Committee

VIII. NEW BUSINESS

1. Suggestion Box
2. Motion and possible action to adopt Tenant Commissioner Election Procedure and supporting documents.

Attachments: [LHA Tenant Commissioner Packet](#)
[LHA Tenant Commissioner Selection Ballots](#)

3. Motion and possible action to adopt a Yard Policy and supporting documents.

Attachments: [LHA KCM Yard Policy](#)
[LHA KCM Yard Modification Form](#)
[LHA KCM Yard Modification Approval Denial Form](#)

Any New Business proper to come before the Committee

IX. TENANT REPRESENTATIVE COMMENTS

X. ADJOURNMENT

DISCLAIMER: Although we try to be timely and accurate these are not official records of the Town.



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 22-153

Agenda Date: 8/1/2022

Agenda #: 1.

REPORT

Staff/Committee Report:

Motion to accept the Payment of Bills and Financial report



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 22-155

Agenda Date: 8/1/2022

Agenda #: 2.

REPORT

Staff/Committee Report:

Reports of the Executive Director



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 22-154

Agenda Date: 8/1/2022

Agenda #: 3.

REPORT

Staff/Committee Report:
Reports of the Chairman



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 22-152

Agenda Date: 8/1/2022

Agenda #: 1.

MINUTES

Minutes:

MOTION to approve the Regular Meeting Minutes of May, Special Meeting Minutes of May & June



TOWN OF LEDYARD
CONNECTICUT
LEDYARD HOUSING AUTHORITY

Chairman Charles Duzy

MINUTES
LEDYARD HOUSING AUTHORITY - REGULAR MEETING
Monday, May 2, 2022; 7:00 PM; KINGS CORNER MANOR

OUTSIDE IN PERSON MEETING (IF WEATHER PERMITS) – IF weather does not permit an outside meeting, the meeting will be held inside
Unvaccinated participants must social distance and wear masks

I CALL TO ORDER –

- *Meeting called to order at 7:00 by Charles Duzy*

II ROLL CALL – *Tenants present/Apartment 16, 4, 3, 14, 26*

III OPENING AND CLOSING OF FLOOR TO TENANTS – (Comments limited to three (3) minutes) Total Time Allotted Thirty (30) Minutes.

- *#3 - Request to change tenant comments to the end of meeting. This was previous discussed and it will remain as it is.*
- *#3 - Request to make the agenda more specific.*
- *#4 - Apartment has been cleaned and smoke smell still lingers so he will continue to open his windows to help the smell.*

IV REVIEW AND APPROVAL OF PRIOR MEETING

MOTION to approve the Regular Meeting Minutes of April

Motion to approve Meeting Minutes of April 4

RESULT: CARRIED 4-0
MOVER: Dayna Waterhouse
SECONDER: Member Paula Crocker
AYES: Thomas Cassabria, Dayna Waterhouse, Charles Duzy, and Member Paula Crocker
ABSENT: Hilary Evans

V PAYMENT OF BILLS AND FINANCIAL REPORT – Motion to accept the Payment of Bills and Financial report

- 1 *Motion to approve payment of bills and financial reports*

VI COMMUNICATIONS – Executive Director Comments

Eagle will be mowing the lawn this season. As of 4/27/2022 they plan to be here on Tuesdays weather permitting.

Plants donated through Eastern CT Community Gardens Association will be arriving soon for the raised veggie beds.

Reminder - seed, suet and hummingbird feeders are permitted. Never feed wild/stray animals, do not leave bread or any other food items out, do not throw bird seed on the ground.

Tenants requested to call the office to schedule an appointment to sign your annual recertification paperwork, 860-464-7365.

Hartstrings will come again at the end of May to pick up donations, date to be determined Renters Rebate began April 1, applications on the bulletin board.

- 2
 - *New secured box is located outside of office*
 - *In person meetings do not need to be recorded. One tenant was recording the meeting.*

VII OLD BUSINESS

3 CDBG Small Cities Grant

FAQ's are being gathered, please submit any questions on the blue Tenant Renovation Question/Concern form located in the community building hallway. Meeting with the consultant, architect and winning bidder on 5/3/2022. An informational session will be scheduled later in May.

- 4 Discuss and possible action to set the maximum monthly rent charged at Kings Corner Manor to be based on 2022 HUD's Office of Policy Development and Research, Current Fair Market Rent for a one bedroom is \$1006.00 in Ledyard/Gales Ferry and adjust yearly. Income limits for a single person \$55,950 (30% of income would be \$1334 after the \$65 utility allowance), for a couple \$63,950 (30% of income would be \$1534 after the \$65 utility allowance).

Motion to set the maximum monthly rent charged at Kings Corner Manor to be based on 2022 HUD's Office of Policy Development and Research, Current Fair Market Rent for a one bedroom, \$1006.00 in Ledyard/Gales Ferry and adjust yearly.

RESULT: CARRIED 3-0 MOVER: Charles Duzy SECONDER: Member Paula Crocker AYES: Thomas Cassabria, Charles Duzy, and Member Paula Crocker ABSTAINED: Dayna Waterhouse ABSENT: Hilary Evans

- 5 Any other Old Business proper to come before the Board.

VIII NEW BUSINESS

6 Suggestion Box

None

- 7 Reports of the Chairman
Work Orders, Concern Forms, Blue Tenant Renovation Question/Concern Forms located in the hallway, should be filled out and put in green box by the office.

- 8 Motion and possible action to raise grandfathered rents \$25 per month beginning August 1, 2022 through July 31, 2023. Grandfathered rents are \$162/\$172 they would increase to \$187/\$197.

Motion to increase grandfathered rents by \$25.00, new rents \$187/\$197

RESULT: CARRIED 3-0 MOVER: Charles Duzy SECONDER: Thomas Cassabria AYES: Thomas Cassabria, Charles Duzy, and Member Paula Crocker ABSTAINED: Dayna Waterhouse ABSENT: Hilary Evans

- 9 Motion and possible action to adopt Tenant Commissioner Election Procedure and supporting documents.

- *Will make changes and consolidate the Tenant Commissioner Procedure and bring to next meeting*

- 10 Motion and possible action to adopt a Yard Policy and supporting documents.

- *Will make the yard policy more specific to define sheds and will discuss at next meeting.*

- 11 Motion and possible action to approve credit, criminal, eviction and income verification checks on prospective tenants via ONLINE Rental Exchange.

Motion to approve verification checks for new tenants at a cost of \$45 - \$75

RESULT: CARRIED 4-0 MOVER: Charles Duzy SECONDER: Thomas Cassabria AYES: Thomas Cassabria, Dayna Waterhouse, Charles Duzy, and Member Paula Crocker ABSENT: Hilary Evans
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- 12 Any other New Business proper to come before the Board.

- *Unit inspections will be held twice a year - May Safety and Cleanliness and October Fire Marshall*

Motion to adopt the HUD Maximum Income Numbers for 2022: single person \$62,600, two persons \$71,550

RESULT: CARRIED 3-0
MOVER: Charles Duzy
SECONDER: Member Paula Crocker
AYES: Thomas Cassabria, Charles Duzy, and Member Paula Crocker
ABSTAINED: Dayna Waterhouse
ABSENT: Hilary Evans

IX TENANT REPRESENTATIVE COMMENTS –

- *Would like to recognize Steve for a good job*

X ADJOURNMENT

13

Motion to adjourn at 7:43

RESULT: CARRIED 4-0
MOVER: Charles Duzy
SECONDER: Dayna Waterhouse
AYES: Thomas Cassabria, Dayna Waterhouse, Charles Duzy, and Member Paula Crocker
ABSENT: Hilary Evans



MINUTES

Housing Authority - Special Meeting

7:00 PM - Thursday, May 5, 2022
Kings Corner Manor Elderly Housing

The Housing Authority - Special Meeting of the Town of Ledyard was called to order on Thursday, May 5, 2022, at 7:00 PM, in the Kings Corner Manor Elderly Housing, with the following members present:

PRESENT: Charles Duzy, Member Paula Crocker, Thomas Cassabria, Dayna Waterhouse, Hilary Evans, and Kings Corner Manor Housing Facility Director/Manager Colleen Lauer

EXCUSED:

1 IN PERSON MEETING

Unvaccinated participants must social distance and wear masks

2 CALL TO ORDER

Meeting was called to order at 7:00 by Charles Duzy

3 ROLL CALL

Tenants present/Apartment 12, 5, 3, 24, 16, 14, 18

4 OPENING AND CLOSING OF THE FLOOR TO TENANTS

(Comments limited to three (3) minutes) Total time allotted Fifteen (15) minutes.

- *#18 Would like to see a profit/loss statement to know where her money is going*
- *#14 Biggest needs are heating system, windows, kitchen*

5 NEW BUSINESS

- *Four bids were received and need to take the lowest bidder*
- *Bids were too high for the grant and will need to be negotiated lower*
- *Will ensure the quality remains the same or better*
- *Heating, doors, windows are in the original grant and will be completed*

- a) Motion and possible action to allow the Executive Director, Colleen Lauer to negotiate a contract with BRD Builders not to exceed \$2,228,747.00 and sign all necessary documents.

RES-1-2022

Charles Duzy moved, seconded by Hilary Evans, Motion to give the Director, Colleen Lauer, authority to negotiate the contract with BRD Builders and sign all necessary documents.

RESULT:	Carried
MOVER:	Charles Duzy
SECONDER:	Hilary Evans
AYES:	Charles Duzy, Member Paula Crocker, Thomas Cassabria, Dayna Waterhouse, and Hilary Evans
ABSTAINED:	Kings Corner Manor Housing Facility Director/Manager Colleen Lauer

6 ADJOURNMENT

- a) **RES-2-2022**

Charles Duzy moved, seconded by Hilary Evans, Motion to Adjourn at 7:15

RESULT:	Carried
MOVER:	Charles Duzy
SECONDER:	Hilary Evans
AYES:	Charles Duzy, Member Paula Crocker, Thomas Cassabria, Dayna Waterhouse, and Hilary Evans
ABSTAINED:	Kings Corner Manor Housing Facility Director/Manager Colleen Lauer



MINUTES

Housing Authority - Special Meeting

5:00 PM - Monday, June 27, 2022
Kings Corner Manor Elderly Housing

The Housing Authority - Special Meeting of the Town of Ledyard was called to order on Monday, June 27, 2022, at 5:00 PM, in the Kings Corner Manor Elderly Housing, with the following members present:

PRESENT: Charles Duzy, Member Paula Crocker, Thomas Cassabria, Dayna Waterhouse, and Hilary Evans

EXCUSED:

1 IN PERSON MEETING

Unvaccinated participants must social distance and wear masks

2 CALL TO ORDER

Meeting called to order at 5:15 PM by Charles Duzy

3 ROLL CALL

Tenants present/Apartment 19, 16, 24, 26, 18, 14

4 OPENING AND CLOSING OF FLOOR TO TENANTS

Comments limited to Three (3) Minutes. Total Time Allotted Fifteen (15) Minutes.

a) *None*

5 NEW BUSINESS

a) Motion and possible action to approve a resolution to sign all necessary documents pertaining to the CHFA/CDBG combined funding source project at Ledyard Housing Authority, Kings Corner Manor.

b) **RES-1-2022**

Hilary Evans moved, seconded by Thomas Cassabria, Motion to approve and adapt resolution of LHA

RESULT:	Carried
MOVER:	Hilary Evans
SECONDER:	Thomas Cassabria
AYES:	Charles Duzy, Member Paula Crocker, Thomas Cassabria, and Hilary Evans
ABSTAINED:	Dayna Waterhouse

6 ADJOURNMENT

a) **RES-2-2022**

Hilary Evans moved, seconded by Dayna Waterhouse, *Motion to adjourn at 5:22 PM*

RESULT:	Carried
MOVER:	Hilary Evans
SECONDER:	Dayna Waterhouse
AYES:	Charles Duzy, Member Paula Crocker, Thomas Cassabria, Dayna Waterhouse, and Hilary Evans



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 22-156

Agenda Date: 8/1/2022

Agenda #: 1.

AGENDA REQUEST
GENERAL DISCUSSION ITEM

Subject:

CDBG Small Cities Grant

Background:

(type text here)

Department Comment/Recommendation:

(type text here)



File #: 22-157

Agenda Date: 8/1/2022

Agenda #: 1.

AGENDA REQUEST
GENERAL DISCUSSION ITEM

Subject:

Suggestion Box

Background:

(type text here)

Department Comment/Recommendation:

(type text here)



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 22-158

Agenda Date: 8/1/2022

Agenda #: 2.

AGENDA REQUEST
GENERAL DISCUSSION ITEM

Subject:

Motion and possible action to adopt Tenant Commissioner Election Procedure and supporting documents.

Background:

(type text here)

Department Comment/Recommendation:

(type text here)



Ledyard Housing Authority

Tenant Commissioner

Tenant Commissioner Duties

A Tenant Commissioner Appointee is an individual selected in accordance with the General Statutes § 8-41 who will be appointed by the Town Council to the LHA Board of Commissioners. A Tenant by definition is entitled under a rental agreement to occupy a dwelling unit or premises to the exclusion of others or as is otherwise defined by law, is at least 18 years old; and resides in LHA's jurisdiction for at least one year.

The Tenant Commissioner may not hold public office in the Town of Ledyard and must take an oath that he/she will faithfully discharge his/her duties according to the law to the best of his/her abilities.

The Tenant Commissioner shall serve without compensation but is entitled to reimbursement for his/her actual and necessary expenses incurred in the performance of his/her duties.

A Tenant Commissioner holds office until his/her successor is appointed or is removed from office by the Town Council.

A Tenant Commissioner's primary role is to provide the tenants' perspective to The Board of Commissioners and Executive Director. He/she shall not act as a representative on behalf of another tenant.

In order to have a well-run agency, it is important to have a good working relationship between the Board and the Executive Director. To this end, a Tenant Commissioner should:

Allow the Executive Director to do his/her job without interference.

Always be open and honest about any problems or concerns that arise in the community with the Executive Director.

Never ask special favors of the staff, including requests for information, unless you have consulted with the Executive Director.

Refrain from taking it upon yourself to discuss Housing Authority business with constituents, tenants or staff or seek any public forum on an individual basis with other tenants. Always ask for information from, and through, the Executive Director and support the Executive Director in his/her relationships with outside groups or individuals.

Tenant Commissioner Eligibility

To Apply/Nominate: the tenant must reside in LHA's jurisdiction for at least one year. The seat that is open for this election is **Republican/Democrat/Independent**, and you must be registered with the Town of Ledyard Registrar of Voters.

You must submit your name / tenant's name in writing within 30 days of receipt of this notice. Once names are received, a ballot card, see enclosure 1, will be distributed with respective names of candidates.

The ballot card is to be returned within 10 days of receipt, to the Executive Director. The tenant who has the most votes will be notified. Tenants located at 60 Kings Hwy can place petition cards/ballot cards in a sealed box in The Executive Directors office during normal work hours.

Reasonable accommodations can be made to comply under the Americans with Disabilities Act for any tenant who places a request with LHA.

Tenant Commissioner Appointee Selection Process

In accordance with The Housing Authority of the Town of Ledyard bylaws, LHA Board of Commissioners consists of five members, one which is a LHA Tenant.

The Executive Director, acting as a Selection Administrator, is in charge of overseeing the Tenant Commissioner Appointee Selection process. The Executive Director will announce in writing to all tenants, when there is a vacancy. For efficiency reasons, the announcement will provide nomination instructions and candidate eligibility and ask for any interested parties to notify the Executive Director in writing within thirty (30) days. A notice will be posted and will be visible in the community building located at 60 Kings Hwy Gales Ferry, CT.

Requirements for the completion of the petition card will be as follows: printed name of Tenant they are nominating and or self, address, signature and date.

The Selection Administrator has the right to reject any petitions received from anyone whom is not a LHA Tenant, any signature on the petition card that is not authentic, any duplicates/copies, any petition that is received after the date listed for cut off, any Tenant who is in arrearage with LHA or any Tenant who has had serious lease violations. Only tenants residing at Kings Corner Manor are eligible to vote.

Reasonable accommodations can be made to comply under the Americans with Disabilities Act for any tenant who places a request with LHA.

Once names are received and party affiliation is identified, a ballot card will be disseminated to all tenants including all respective names on it. Each Tenant will have the opportunity to select a Tenant whom they would like to appoint as Tenant Commissioner and return the ballot card within 10 days to the Executive Director. Tenants who reside at 60 Kings Hwy can return the ballot card to the Executive Directors office and place it in a sealed box during normal work hours.

Once selection process is completed and votes are tallied, The Selection Administrator will notify the Tenant who received the greatest number of votes in the election, obtain approval from the Board of Commissioners and provide the name for appointment to the Mayor/Town Council.

DRAFT

I hereby Nominate/Self or Tenant: _____

Address: _____

Signature: _____

Date: _____

I hereby Nominate/Self or Tenant: _____

Address: _____

Signature: _____

Date: _____

I hereby Nominate/Self or Tenant: _____

Address: _____

Signature: _____

Date: _____

I hereby Nominate/Self or Tenant: _____

Address: _____

Signature: _____

Date: _____

I hereby Nominate/Self or Tenant: _____

Address: _____

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Address: _____

Signature: _____

Date: _____

I hereby Nominate/Self or Tenant: _____

Address: _____

Signature: _____

Date: _____

I hereby Nominate/Self or Tenant: _____

Address: _____

Signature: _____

Date: _____



File #: 22-159

Agenda Date: 8/1/2022

Agenda #: 3.

AGENDA REQUEST
GENERAL DISCUSSION ITEM

Subject:

Motion and possible action to adopt a Yard Policy and supporting documents.

Background:

(type text here)

Department Comment/Recommendation:

(type text here)



Ledyard Housing Authority

King's Corner Manor Yard Request

Tenants may plant/maintain a small flower garden in the front of their apartment no more than 30" away from the foundation, plants and shrubs should not be in contact with the building. The tenant must maintain the flower bed/plantings to ensure that they are free of weeds and overgrowth in a defined area. This defined area can be bordered with stone or wood.

Tenants wishing to modify their front and/or back yards must first submit a request in writing, for example adding or removing a flower/vegetable garden/patio. Requests will be reviewed then approved/denied by the Executive Director. If approved the tenant is responsible for maintaining the garden/patio while living at Kings Corner Manor. Ledyard Housing Authority reserves the right when the tenant provides an intent to vacate notice to require the tenant to return the area back to its original state. If Ledyard Housing Authority allows the modification to remain Ledyard Housing Authority will not reimburse the tenant when they move for any modifications the tenant has made to the front/back yards.

Tenants wishing to add a storage shed/deck box must first submit a request in writing with the specific storage shed/deck box make and model listed. A vertical storage shed/deck box shall not exceed 3 feet x 3 feet x 6 feet and a horizontal storage shed/deck box shall not exceed 5 feet x 3 feet x 5 feet.

Tenants are not allowed to retain outside contractors/landscapers to perform work on the property without prior permission from Ledyard Housing Authority. Prior to approval the contractor/landscaper must provide proper insurance certification.

Please do not attach anything to the buildings. Exterior grounds and any public area within the development shall be kept neat and free of debris or unsightly accumulation. Any personal property (including furniture, doormats, flower pots, ornamental figures or any other object) shall not be placed in a manner to disrupt the maintenance procedures: i.e., lawn mowing and snow removal or access to your neighbor. LHA is not responsible for damages due to the tenants' negligence during maintenance procedures, or by other person(s) or acts of nature. This does not include insurance claims. LHA provides lawn maintenance and snow removal therefore tenants may not use electric/gas powered equipment on the premises.

Adopted



Kings Corner Manor

Approval or Denial of Yard Modification Request

Date: _____

Name: _____

On _____ (date) you requested the following yard modification:

We have:

- Approved your request. Ledyard Housing Authority will inspect the modification when it has been completed.
- Your request has been denied.

If you have questions please contact us immediately.

Adopted



Kings Corner Manor

Approval or Denial of Yard Modification Request

Date: _____

Name: _____

On _____ (date) you requested the following yard modification:

We have:

- Approved your request. Ledyard Housing Authority will inspect the modification when it has been completed.
- Your request has been denied.

If you have questions please contact us immediately.

Adopted