



Chairman  
Charles Duzy

# TOWN OF LEDYARD

## Housing Authority

### Meeting Minutes - Draft Minutes

60 Kings Highway  
Kings Corner Manor  
Gales Ferry, Connecticut 06335

**Monday, May 6, 2024**

**7:00 PM**

**Kings Corner Manor**

#### **I. CALL TO ORDER**

Chairman Duzy called the meeting to order at 7:00 p.m. at King's Corner Manor.

#### **II. ROLL CALL**

**Present** Board Member Thomas Cassabria  
Board Member Dayna Waterhouse  
Chairman Charles Duzy  
Board Member Paula Crocker  
Board Member Margaret Boyd

In addition, the following were present:

Colleen Lauer - Housing Authority Executive Director

Tenants Present: #6, #7, #12, #13, #19, #24, #25, #26, #27

#### **III. OPENING AND CLOSING OF FLOOR TO TENANTS, RESIDENTS & PROPERTY OWNERS COMMENTS**

(Comments limited to three (3) minutes) Total Time Allotted Thirty (30) Minutes.

None

#### **IV. COMMISSION MEMBER COMMENTS**

None

#### **V. REPORTS**

##### **1. MOTION to accept the Payments of Bills and Financial Report of March 2024 and April 2024.**

Discussion:

Mr. Duzy stated that from here on in we would do the voting via roll call as done by the Town Council.

**RESULT:** APPROVED AND SO DECLARED

**MOVER:** Charles Duzy

**SECONDER:** Thomas Cassabria

**AYE** 4 Cassabria Duzy Crocker Boyd

**ABSTAIN** 1 Waterhouse

**2. Reports of the Executive Director**

The following annual report was submitted to the Board, Dept. of Housing and CHFA

1. Ledyard Housing Authority has one property located at 60 Kings Hwy, Gales Ferry, CT with 30 elderly, disabled housing units: 22 singles approximately 420 square feet, 5 doubles approximately 520 square feet and 3 handicap units approximately 620 square feet. As of March 1, 2024 all units are occupied with a total of 34 tenants. The housing authority is in the final stages of a renovation, new kitchens, bathrooms and mini splits were installed in all units.
2. No new construction projects are being undertaken by the authority at this time.
3. No rental housing was sold, leased or transferred during the period of the report.
4. No additional information at this time.

**May 2024 Executive Director's Report**

- Newsletters were walked around last week.
- We still need to track repairs, so work orders need to be filled out.
- Recertifications are almost completed and new rent will take effect on August 1.
- Mini splits will be cleaned this week.
- Unit inspections will take place in July.
- Touch up painting will be done in June.
- Farmers Market Card info coming soon.
- American Heritage Girls will be here on May 11.
- The town wide yard sale is June 22 and we have signed up to participate.
- Renters rebate is still ongoing.
- May 9th and 13th is coffee in the community room.
- Tuesday at 12:15 is lunch and a movie in the community room.

**3. Reports of the Chairman**

None

**4. Tenant Representative Comments**

Ms. Waterhouse stated that now that the renovations are almost completed and the weather is getting nice she would like to get together and do some fun outside activities as a community. Please reach out to her with any suggestions

**VI. APPROVAL OF MINUTES**

**1. MOTION to approve the Ledyard Housing Authority Regular Meeting Minutes of March 4,**

2024.

**RESULT:** APPROVED AND SO DECLARED

**MOVER:** Charles Duzy

**SECONDER:** Thomas Cassabria

**AYE** 5 Cassabria Waterhouse Duzy Crocker Boyd

## VII. OLD BUSINESS

### 1. Renovation Updates

BRD was here last week and completed the punch list. Kent will possibly be here next week inspecting prior to releasing the final funding.

Remember that if you turned in a damage report we have no control of what next steps are. BRD will process. Tenant #25 asked if we knew if they would be reimbursed and what the time frame was. Ms. Lauer responded that we don't have a time frame.

**RESULT:** CONTINUE

### 2. Discussion and possible action regarding the Smoking Policy

Mr. Duzy stated that the smoking policy is going to remain the same. Ms. Crocker stated that the smoking policy should be removed from the agenda as it has already been discussed and voted on.

**RESULT:** DISCUSSED

### 3. Suggestion Box

Request to have a change machine put into the laundry room. There is no machine from the company but a mobile app will be installed on the machines and there will still be quarters in the office if needed.

**RESULT:** CONTINUE

### 4. Any Old Business Proper to come before the Board

None

## VIII. NEW BUSINESS

### 1. Nomination and Election of Ledyard Housing Authority Commission Members

MOTION to nominate and elect Mr. Charles Duzy for Chairman

MOTION FAILED for lack of second

**RESULT:** MOTION FAILED

**MOVER:** Paula Crocker

MOTION to nominate and elect Ms. Paula Crocker for Secretary

**RESULT:** MOTION FAILED

**MOVER:** Dayna Waterhouse

MOTION to nominate and elect Mr. Thomas Cassabria for Vice Chairman

MOTION FAILED for lack of second

**RESULT:** MOTION FAILED

**MOVER:** Charles Duzy

**AYE** 5 Cassabria Waterhouse Duzy Crocker Boyd

MOTION to nominate and elect Ms. Margaret Boyd for Treasurer

MOTION FAILED for lack of second

**RESULT:** MOTION FAILED

**MOVER:** Charles Duzy

MOTION to nominate and elect Ms. Dayna Waterhouse for Tenant Representative

MOTION FAILED for lack of second

**RESULT:** MOTION FAILED

**MOVER:** Margaret Boyd

- 2. MOTION to adopt Bylaws of the Ledyard Housing Authority dated May 6, 2024 as amended.

Discussion:

Ms. Boyd stated that under treasurer we should state that the Housing Authority will pay for the bond.

**RESULT:** APPROVED AND SO DECLARED

**MOVER:** Charles Duzy

**SECONDER:** Dayna Waterhouse

**AYE** 5 Cassabria Waterhouse Duzy Crocker Boyd

- 3. MOTION to adopt HUD (Housing and Urban Development) Fiscal Year 2024 Income Limits for Occupancy: single person \$63,950, for a couple \$73,100.

**RESULT:** APPROVED AND SO DECLARED

**MOVER:** Charles Duzy

**SECONDER:** Thomas Cassabria

**AYE** 4 Cassabria Duzy Crocker Boyd

**ABSTAIN** 1 Waterhouse

- 4. Discussion and Possible Action to adjust the maximum monthly rent charged at King’s Corner Manor to be based on 2022 HUD’s (Housing and Urban Development) Office of Policy Development and Research, current Fair Market Rent for a one bedroom, \$1263 in Ledyard/Gales Ferry.

Discussion:

Ms. Lauer stated if someone with the maximum income were to live in housing the rent would be around \$1500. HUD fair market value is \$1263 for Ledyard this year. To make us more marketable would like to keep Ledyard Housing Authority maximum at \$1006.

MOTION to Adjust the Maximum Monthly rent charged to \$1006.00

**RESULT:** APPROVED AND SO DECLARED

**MOVER:** Charles Duzy

**SECONDER:** Thomas Cassabria

**AYE** 4 Cassabria Duzy Crocker Boyd

**ABSTAIN** 1 Waterhouse

- 5. Small work groups to review and update Housing Authority Lease, Rules, Regulations and Policies.

Mr. Duzy stated that he did not want to have any additional meetings and that 2 board members could pair up and look at items that need to be updated then bring them to the full board. He stated that some things had not been reviewed in quite some time. Ms. Crocker stated that she felt the important documents should be reviewed at least once per year even if no changes are made. Mr. Duzy also stated that we can take advantage of relationships with other housing authorities and review what they are using.

Mr. Duzy also stated that the employees of the Housing Authority, the executive director and maintenance should have some kind of evaluation once per year.

Ms. Lauer stated that information regarding inspection of the units is on the software being used.

Mr. Duzy stated he toured the Avery Heights Housing Units with a friend, and everything there is in one building, laundry, etc.

**RESULT:** CONTINUE

- 6. Any New Business Proper to come before the Commission

None

**IX. ADJOURNMENT**

Mr. Duzy moved the meeting be adjourned, seconded Mr. Cassabria

The meeting adjourned at 7:35 p.m.

VOTE: 5 - 0 Approved and so declared

Respectively Submitted,

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Chairman Duzy  
Ledyard Housing Authority

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