



Chairman  
Charles Duzy

# TOWN OF LEDYARD

## Housing Authority

### Meeting Minutes - Draft Minutes

60 Kings Highway  
Kings Corner Manor  
Gales Ferry, Connecticut 06335

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**Monday, March 3, 2025**

**7:00 PM**

**Kings Corner Manor**

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

Chairman Duzy called the meeting to order at 7:00 p.m.

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

**Present** Board Member Thomas Cassabria  
Board Member Dayna Waterhouse  
Chairman Charles Duzy  
Board Member Margaret Boyd  
Board Member Sherry Gruzowski

In addition, the following were present:  
Colleen Lauer, Executive Director

#### **III. OPENING AND CLOSING THE FLOOR TO TENANTS**

None

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

#### **IV. RESIDENTS AND PROPERTY OWNER COMMENTS**

None

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

#### **V. BOARD MEMBER COMMENTS**

Ms. Boyd welcomed Ms. Gruszkowski to the board

#### **VI. REPORTS**

##### **1. MOTION to accept the Payment of Bills and Financial Reports of February 2025**

**RESULT:** APPROVED AND SO DECLARED

**MOVER:** Charles Duzy  
**SECONDER:** Thomas Cassabria

**AYE** 4 Cassabria Duzy Boyd Gruzkowski

**ABSTAIN** 1 Waterhouse

**2. Reports of the Executive Director**

\*Newsletter walked around, reminder about what is acceptable to flush.

\*Renters Rebate opens April 1st. Form are on the bulletin board along with what paperwork is needed.

\*Recert packets handed out 12/2024 due 3/1 which is 3/3. 10 tenants still need to turn in paperwork.

\*Lots of fun things scheduled see the newsletter :crafts, diamond art, sock bunnies

\*Steak Dinner in March

Ledyard Housing Authority Annual Report 2025 for 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, 2025 all units are occupied with a total of 34 tenants.
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.

**3. Reports of the Chairman**

Chairman Duzy relayed there is an Economic Development Meeting 3/4/25 about the proposed new apts in Gales Ferry

**4. Tenant Representative Comments**

None

**VII. APPROVAL OF MINUTES**

**1. Motion to approve the Ledyard Housing Authority Regular Meeting Minutes of February 3, 2025**

**RESULT:** APPROVED AND SO DECLARED

**MOVER:** Charles Duzy

**SECONDER:** Dayna Waterhouse

**AYE** 5 Cassabria Waterhouse Duzy Boyd Gruzkowski

**VIII. OLD BUSINESS**

**1. Suggestion Box**

Ms. Lauer stated a tenant suggested we get some new chairs for the community room. Ms. Lauer suggested to purchase 20 chairs. Old chairs would be sold.

2. Renovation Updates

Ms. Lauer met with the architect and contractor about sidewalks and bathroom fans. Bathroom fans need to have sensor installed.

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

Small work groups will work on updating lease, rules & regulations.

**RESULT:** CONTINUE

4. Discussion and possible action on Live-In Caregiver Policy

**RESULT:** CONTINUE

5. Discussion and possible action regarding changes in the call for aid system.

Ms. Lauer said Dan from Mack Fire is looking into delay setting and will get back to LHA.

**RESULT:** CONTINUE

6. Any Old Business Proper to come before the Board

**IX. NEW BUSINESS**

1. Nomination and Election of Ledyard Housing Authority Commission Board Positions..end

Nominate the following slate of Board Officers:

Chairperson - Margaret Boyd

Vice Chairperson - Thomas Cassabria

Treasurer - Charles Duzy

Secretary - Sherry Gruszkowski

Tenant Commissioner - Dayna Waterhouse

Chairman Duzy thanked everyone for being on the board and thanks Ms. Gruszkowski for joining the board.

**RESULT:** APPROVED AND SO DECLARED

**MOVER:** Charles Duzy

**SECONDER:** Thomas Cassabria

**AYE** 5 Cassabria Waterhouse Duzy Boyd Gruszkowski

2. Any New Business Proper to come before the Board

None

**X. ADJOURNMENT**

Mr. Duzy moved the meeting be adjourned, seconded by Ms. Boyd.

The meeting adjourned at 7:24p.m.

VOTE: 5-0 Approved and so declared

Respectively Submitted,

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Chairman Duzy  
Housing Authority

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