



Chairman  
Charles Duzy

# TOWN OF LEDYARD

## Housing Authority

### Meeting Minutes - Draft Minutes

60 Kings Highway  
Kings Corner Manor  
Gales Ferry, Connecticut 06335

---

**Monday, June 3, 2024**

**7:00 PM**

**Kings Corner Manor**

---

#### **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 Paula Crocker  
                    Board Member Margaret Boyd

In addition, the following were present:  
Colleen Lauer - Housing Director  
Gary Paul - Town Council Liason  
Tenants Present: #12, #14, #15, #24, #25, #27

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

(Comments limited to three (3) minutes) Total Time Allotted Thirty (30) Minutes  
None

#### **IV. RESIDENT & PROPERTY OWNERS COMMENTS**

(Comments limited to three (3) minutes) Total Time Allotted Thirty (30) Minutes  
None

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

None

#### **VI. REPORTS**

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

**RESULT:**      APPROVED AND SO DECLARED  
**MOVER:**      Charles Duzy

**SECONDER:** Thomas Cassabria

**AYE**                4    Cassabria Duzy Crocker Boyd

**ABSTAIN**        1    Waterhouse

**2.**    Reports of the Chairman

None

**3.**    Reports of the Executive Director

Newsletter was walked around and emailed

Kevin the mailman is retiring, his last day is June 28th, we do not know who his replacement will be at this time.

New rent amounts begin August 1st.

Mini split filter cleanings have been completed

Unit Inspections are scheduled for June

Farmers Market card info is posted on bulletin board

Eunice from Eastern CT Community Garden Association will be dropping off vegetable seedlings off tomorrow.

We have signed up for the Town Wide Yard Sale on June 22. You can set up a table and sell your own items or donate your items to the sale and the money earned will go to the community room fund.

The weather is warm and I am thankful for the lack of construction noise. I want to thank the tenants that have taken the time to help beautify the property. The flowers are popping up and it's so nice to see people outside enjoying the grounds. I would also like to give thanks for the goodies coming into the community room, we have good baking fairies and have had nice donations.

Renters rebate applications are still available in the hallway or the community building. Call Karen with any questions.

Coffee/Tea and goodies June 4th and 21st

Random movie dates in June

4. Tenant Representative Comments  
None

## **VII. APPROVAL OF MINUTES**

1. MOTION to approve the Ledyard Housing Authority regular meeting minutes of May 6, 2024  
Discussion

Ms. Crocker stated that the minutes on file were incorrect. The minutes showed that the nominations and vote for the slate of officers failed due to no seconding of the nominations, Ms. Crocker stated that as per Robert's Rules "A nomination does not need a second" and therefore the vote should have been approved and so declared.

Ms. Lauer will seek clarification from the Town Hall.

**RESULT:** MOTION FAILED

**MOVER:** Charles Duzy

**SECONDER:** Thomas Cassabria

**NAY** 5 Cassabria Waterhouse Duzy Crocker Boyd

## **VIII. OLD BUSINESS**

1. Suggestion Box

It was suggested that the meeting be held outside. The decision was left to the Board and majority decided for an indoor meeting.

2. Renovation Updates

The concrete by the dumpster between buildings 1 and 2 will be replaced.

The concrete by units 15-18 near building will be replaced. When buildings 3 work is being completed you will need to use your back door and park in an alternate Location. We do not have a time/day for this work.

Still waiting on BRD's processing of damaged items. If you had items damaged during the renovations and have not already submitted your list please do so ASAP. BRD's process to replace damaged items was received and posted several months ago.

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

Small work groups will be established to review and update lease, rules, regulations, Policies.

Ms. Waterhouse and Ms. Crocker will begin work on the Lease and Addendums. Other groups

will be assigned as necessary.

4. Any Old Business Proper to come before the Board

**IX. NEW BUSINESS**

None

1. MOTION to elect the following slate of Board Officers:

Chairman - Charles Duzy

Vice-Chairman - Thomas Cassabria

Treasurer - Margaret Boyd

Secretary - Paula Crocker

Tenant Commissioner - Dayna Waterhouse

**RESULT:** CONTINUE

2. Discussion and possible action to accept Annual Recertification Lease Addendum

**RESULT:** APPROVED AND SO DECLARED

**MOVER:** Thomas Cassabria

**SECONDER:** Margaret Boyd

**AYE** 5 Cassabria Waterhouse Duzy Crocker Boyd

3. Any New Business Proper to come before the Board

None

**X. ADJOURNMENT**

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

The meeting adjourned at 7:30 p.m.

VOTE: 5-0 Approved and so declared

Respectively Submitted,

---

Chairman Duzy  
Housing Authority

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