



Chairman
Charles Duzy

TOWN OF LEDYARD CONNECTICUT

Housing Authority

~ AGENDA ~

60 Kings Highway
Kings Corner Manor
Gales Ferry, Connecticut 06335

Regular Meeting

Monday, December 5, 2022

7:00 PM

Kings Corner Manor

I. CALL TO ORDER

II. ROLL CALL

III. OPENING AND CLOSING 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 Payments 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 October 2022

Attachments: [Meeting Minutes10-3-2022](#)

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 to approve the Ledyard Housing Authority 2023 Meeting dates
Attachments: [2023 LHA Meeting Schedule](#)
3. Renovation Updates
4. Discussion and possible action regarding the smoking policy

Attachments: [LHA Smoke Free Housing Policy Lease Addendum](#)

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 #: 22-848

Agenda Date: 12/5/2022

Agenda #: 1.

AGENDA REQUEST
GENERAL DISCUSSION ITEM

Subject:

Motion to accept the Payments of Bills and Financial Report

Background:

(type text here)

Department Comment/Recommendation:

(type text here)



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 22-846

Agenda Date: 12/5/2022

Agenda #: 2.

AGENDA REQUEST
GENERAL DISCUSSION ITEM

Subject:

Reports of the Executive Director

Background:

(type text here)

Department Comment/Recommendation:

(type text here)



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 22-847

Agenda Date: 12/5/2022

Agenda #: 3.

AGENDA REQUEST
GENERAL DISCUSSION ITEM

Subject:

Reports of the Chairman

Background:
(type text here)

Department Comment/Recommendation:
(type text here)



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 22-841

Agenda Date: 12/5/2022

Agenda #: 1.

MINUTES

Minutes:

MOTION to approve the Regular Meeting Minutes of October 2022



Chairman
Charles Duzy

TOWN OF LEDYARD

Housing Authority

Meeting Minutes - Final

60 Kings Highway
Kings Corner Manor
Gales Ferry, Connecticut 06335

Regular Meeting

Monday, October 3, 2022

7:00 PM

Kings Corner Manor

I. CALL TO ORDER

Meeting was called to order at 6:58 PM by Charles Duzy

II. ROLL CALL

Present Board Member Dayna Waterhouse
Board Member Hilary Evans
Board Member Paula Crocker
Chair Charles Duzy
Excused Board Member Thomas Cassabria

In addition the following were also present:
Colleen Lauer - Executive Director
Mary McGrattan - Town Council Liason
Tenants Present/Apartment 16, 24, 4, 14

III. OPENING AND CLOSING FLOOR TO TENANTS

None

IV. BOARD MEMBER COMMENTS

None

V. REPORTS

1. Motion to accept the Payments of Bills and Financial Report

RESULT: APPROVED AND SO DECLARED

MOVER: Charles Duzy

SECONDER: Hilary Evans

AYE 4 Waterhouse Evans Crocker Duzy

EXCUSED 1 Cassabria

2. Reports of the Executive Director

- Smoke Detectors have been reviewed. Reminder to keep everything off of heaters
- Medicare Information Session tomorrow at 10:00 am in the community Room
- Senior Center lunches/events 10/5 10-12 flu shots
- Linda will be making a tomato pasta casserole please bring a plate to the community room at 5:30
- New maintenance man Frank is doing an awesome job and is working out well. He has done much work on the path

3. Reports of the Chairman

None

VI. APPROVAL OF MINUTES

1. MOTION to approve the Regular Meeting Minutes of August 2022

RESULT: APPROVED AND SO DECLARED

MOVER: Charles Duzy

SECONDER: Hilary Evans

AYE 4 Waterhouse Evans Crocker Duzy

EXCUSED 1 Cassabria

VII. OLD BUSINESS

1. CDBG Small Cities Grant

- Small cities grant - Mayor signed the final paper, on target to close this week. Please have all renovation questions in box by noon on 10/17/22
- Will be scheduling the tenant meeting 10/17 - 10/28

RESULT: CONTINUE

2. Any Old Business to come before the Board

None

VIII. NEW BUSINESS

1. Suggestion Box

None

RESULT: CONTINUE

2. Motion to accept 2020 and 2021 audit reports prepared by Hoyt, Filippetti & Malaghan LLC

RESULT: APPROVED AND SO DECLARED

MOVER: Charles Duzy

SECONDER: Dayna Waterhouse

AYE 4 Waterhouse Evans Crocker Duzy

EXCUSED 1 Cassabria

3. Any New Business to come before the Board
None

IX. TENANT REPRESENTATIVE COMMENTS

- Please have all questions on paper so that they can be answered
- If you have a question once work has started bring them to Colleen and not the contractor or workers

X. ADJOURNMENT

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

The meeting adjourned at 7:26p.m.

VOTE: 4 - 0 Approved and so declared

Respectively Submitted,

Chairman Duzy

Ledyard Housing Authority

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 #: 22-156

Agenda Date: 11/7/2022

Agenda #: 1.

AGENDA REQUEST
GENERAL DISCUSSION ITEM

Subject:

CDBG Small Cities Grant

Background:

(type text here)

Department Comment/Recommendation:

(type text here)



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 22-157

Agenda Date: 11/7/2022

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 #: 22-843

Agenda Date: 12/5/2022

Agenda #: 2.

AGENDA REQUEST
GENERAL DISCUSSION ITEM

Subject:

Motion to approve the Ledyard Housing Authority 2023 Meeting dates

Background:

(type text here)

Department Comment/Recommendation:

(type text here)



Ledyard Housing Authority

2023 Schedule of Regular Monthly Meetings

1. All regular monthly meetings of the Ledyard Housing Authority will be scheduled for the first Monday of each month when possible. If a holiday falls on that Monday, or for any other reason meeting date may be changed, the meeting will be held as so as possible before or after the first Monday of that month, so bills and other business can be attended to on schedule.
2. All regular monthly meetings of the Ledyard Housing Authority will be held at 7:00pm in the Kings Corner Manor Community Room, 60 Kings Highway, Gales Ferry, CT 06335 unless otherwise scheduled.

Tuesday, January 3 (Change due to New Year's Day Holiday)

Monday, February 6

Monday, March 6

Monday, April 3

Monday, May 1

Monday, June 5

Monday, July 3

Monday, August 7

Tuesday, September 5 (Change due to Labor Day Holiday)

Monday, October 2

Monday, November 6

Monday, December 4

Tuesday, January 2 (Change due to New Year's Day Holiday)



Ledyard Housing Authority



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 22-844

Agenda Date: 12/5/2022

Agenda #: 3.

AGENDA REQUEST
GENERAL DISCUSSION ITEM

Subject:

Renovation Updates

Background:

(type text here)

Department Comment/Recommendation:

(type text here)



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 22-842

Agenda Date: 12/5/2022

Agenda #: 4.

AGENDA REQUEST
GENERAL DISCUSSION ITEM

Subject:

Discussion and possible action regarding the smoking policy

Background:

(type text here)

Department Comment/Recommendation:

(type text here)



SMOKE-FREE HOUSING POLICY LEASE ADDENDUM

Tenants and all members of Tenant's household are parties to a written Lease Agreement with the Ledyard Housing Authority (henceforth known as the Housing Authority). The Addendum states the following additional terms, conditions, and rules are incorporated into the Lease Agreement and supersedes previous versions of the Smoke-Free Housing Policy and any language contrary in the Lease Agreement.

1. Purpose of Policy.

This smoke-free policy is intended to benefit the Housing Authority and all of its tenants, visitors, and staff by mitigating:

- (A) The irritation and known adverse health effects of secondhand smoke;
- (B) The increased maintenance, cleaning, and redecorating costs from smoking;
- (C) The increased risk of fire from smoking; and
- (D) The higher costs of fire insurance for a non-smoke free building.

2. Definitions.

"Smoking" means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, or pipe, or any other lighted or heated tobacco or plant product intended for inhalation, including hookahs and marijuana, whether natural or synthetic, in any manner or in any form. "Smoking" also includes the use of an electronic smoking device which creates an aerosol or vapor, in any manner or in any form.

"Electronic Smoking Device" means any product containing or delivering nicotine or any other substance intended for human consumption that can be used by a person in any manner for the purpose of inhaling vapor or aerosol from the product. The term includes any such device, whether manufactured, distributed, marketed, or sold as an e-cigarette, e-cigar, e-pipe, e-hookah, or vape pen, or under any other product name or descriptor.

3. All Buildings To Be Smoke-Free.

All buildings on the Housing Authority property shall be smoke-free. Smoking is prohibited in all apartments, including any associated decks or patios, apartment entryways including, but not limited to: bedroom, hallway, kitchens bathroom, and in the common areas of the Housing Authority buildings including but not limited to: community room, community bathroom, lobby, laundry room, office, maintenance room, shed and gazebo.

4. Smoking on Grounds of the Housing Authority.

Smoking is prohibited anywhere on the grounds, entryways, patios, and yards or on the grounds adjoining housing and office buildings, except in the designated smoking area. The designated area is identified by the presence of the Smokers Outpost. Smoking is not allowed en route to

the designated smoking area. All products must be lit and consumed only at the designated smoking area.

5. Applicability of Policy.

This Policy is applicable to all tenants, Housing Authority employees, visitors, contractors, volunteers, and vendors.

6. Responsibilities of Tenants.

Tenants shall inform their guests and visitors of the smoke-free policy. Further, a Tenant shall promptly give the Housing Authority a written statement of any incident where tobacco or marijuana smoke, or vapor from an electronic cigarette, is migrating into the Tenant's apartment from sources outside the Tenant's apartment.

7. Housing Authority to Promote Smoke-Free Policy.

The Housing Authority shall post no-smoking signs in conspicuous places on the grounds and administrative office buildings. In addition, the Housing Authority shall provide copies of this Policy to all Tenants and prospective Tenants.

8. Other Tenants are Third-Party Beneficiaries of the Policy.

Tenant agrees that the other Tenants on the Premises are third-party beneficiaries of the Smoke-Free Housing Policy. A Tenant may bring legal action against another Tenant related to this smoke-free policy, but a Tenant shall not have the right to evict another Tenant. Any legal action between Tenants related to this Policy shall not create a presumption that the Housing Authority breached the Lease.

9. Violations of Policy.

A violation of this smoke-free Policy shall be considered a material breach of the Tenant's Lease and grounds for enforcement actions, including eviction, by the Housing Authority. A Tenant who violates the Policy shall also be liable to the Housing Authority for the costs of repair to the Tenant's apartment due to damage from smoke odors or residue.

10. Housing Authority Not Guarantor of Smoke-Free Environment.

The Housing Authority's adoption of this smoke-free Policy does not make the Housing Authority or any of its officers, employees, or agents, the guarantor of the health of any Tenant or of the smoke-free condition of the portions of its properties in which smoking is prohibited under the Policy. However, the Housing Authority will take reasonable steps to enforce the Policy. The Housing Authority is not required to take steps in response to smoking in violation of this Policy unless the Housing Authority either has actual knowledge of the smoking and the identity of the responsible Tenant or has been given written notice of the smoking.

11. Housing Authority Disclaimer.

The Housing Authority's adoption of this smoke-free Policy does not in any way change the standard of care that the Housing Authority would have to render buildings and premises designated as smoke-free any safer, more habitable, or improved in terms of air quality standards

than any other rental premises. The Housing Authority specifically disclaims any implied or express warranties that the building, common areas, or Tenants' premises will have any higher or improved air quality standards than any other rental property. The Housing Authority cannot and does not warrant or promise that the rental premises or common areas will be free from secondhand smoke or vapor. The Housing Authority's ability to police, monitor, or enforce the provisions of this Policy is dependent in significant part on voluntary compliance by Tenants and their guests/visitors. Tenants with respiratory ailments, allergies, or any other physical or mental condition relating to smoke are put on notice that the Housing Authority does not assume any higher duty of care to enforce this Policy than any other Housing Authority obligation under the Tenants' Lease Agreement.

12. Effect on Tenants.

Tenant acknowledges that the Housing Authority retains the right to install devices that have the ability to detect cigar, cigarette or any other tobacco product in any apartment where the tenant is or may be suspected of smoking. Additionally, the Housing Authority has the right to conduct inspections and assessments of apartments with proper notice to the tenant. Failure to adhere to the Smoke-Free Housing Policy is cause for further legal proceedings up to and including eviction.

13. Waivers.

Any requests for a waiver of this policy will require medical documentation and will be considered on a case by case basis by the Housing Authority. The existence of a waiver policy does not create a right to such a waiver and does not alleviate the requirement of compliance until such a waiver is granted.

I have read and been informed about the content of the Smoke-Free Housing Policy Lease Addendum for tenants at Ledyard Housing Authority and I have received a copy of the policy.

I understand that if I have questions, at any time, regarding the Smoke-Free Housing Policy Lease Addendum, I can contact the office of the Ledyard Housing Authority.

Tenant Signature

Date

Tenant Printed Name