



Chairman
Charles Duzy

TOWN OF LEDYARD

Housing Authority

Meeting Minutes - Draft Minutes

60 Kings Highway
Kings Corner Manor
Gales Ferry, Connecticut 06335

Special Meeting

Thursday, July 6, 2023

5:00 PM

Kings Corner Manor

I. CALL TO ORDER

Chairman Duzy called the meeting to order at 5:00 p.m. at the King's Corner Manor.

Chairman Duzy welcomed all to the meeting and discussed the procedures for a Special Meeting. Mr. Duzy shared that the board may only discuss items on the agenda this evening.

II. ROLL CALL

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

In addition, the following were present:

Coleen Lauer - Housing Authority Director

Mary McGratten - Town Council Liaison

Naomi Rodriguez - Town Councilor

Kristen Chapman - Mayor's Office

Louis D'Amato - Project Super - BRD Builders

Kent Lewis - Housing Development Team LLC

Mitch Cleveland - BRD Builders

Tenants Present/Apartment #: 2, 3, 4, 6, 9, 14, 16, 18, 20, 24, 25, 26, 28, 29, 30

III. BUSINESS OF THE MEETING

1. Renovation Updates

Kent Lewis - Housing Development Team, LLC

Louis D'Amato - BRD Builders

Mr. Kent Lewis, Housing Development Team shared the following renovation updates:

- Funding has been closed
- Moving slowly due to supply chain issues (ex. windows, doors, cabinets).
- AC Units (mini splits) were the first project undertaken due to the summer weather
- Issue with the pouring of the sidewalks was due to wiring for the fire alarms. Additional trenching was required and this has been resolved.

- The next step is to begin installing windows, doors, siding in each unit. The vacant units will be done first and made available for tenants who wish to stay in them during renovations.
- The construction crew will begin entering units to work on the Kitchen and Bath.
- The funding for this project is "Rehabilitation in Place". This form of funding requires tenants to vacate during working hours 8:00 a.m. to 4:30p.m. (with possible exceptions). Tenants are asked to vacate the units during construction for their own health and safety.
- Tenants can expect to always have one operative sink either kitchen or bath during renovations.
- Transpiration will be provided to tenants whose units are being renovated to the Ledyard Senior Center. Lunch will be provided to those that are not utilizing a temporary unit and choosing to return back their unit.
- Two units will be available for residents to stay in while their unit is under renovation. Please see Colleen to put in a request if interested in this option.
- One ADA unit in Groton is also available for tenants during the renovation.
- Bins and storage pods will be provided for storage of tenants items. Assistance with moving furniture will be provided. Please remove all valuables from the walls.
- There are 4 forms to be used for questions and accommodations
 - Tenant questions - blue form
 - Request for reasonable accommodations - orange form
 - Request for a meeting - white form
 - Asking for accommodations on or off site - pink form

Mr. Lewis stated that renovations are not easy for anyone and no one likes it. We will work through the best we can together. Mr. Lewis also stated that they are looking to provide a large dumpster if enough residents are interested in utilizing a dumpster to dispose of items.

Mr. Louis D'Amato shared the following updates:

- The project got off to a slow start but is now moving along.
- The fire alarm issue has been worked out and sidewalks are moving along.
- The construction crew will start with the windows, doors, and siding in the vacant units as it helps to get acclimated with the product.
- They plan to complete one unit a day with the exterior products.
- Kitchen and Baths take longer to complete, and they always look to ensure safety first.

Mr. D'Amato stated he has appreciated getting to know people and is always around and here to discuss issues with tenants as well as Colleen. Mr. Cleveland reiterated that residents should remove items from the walls due to banging and nails. The construction crew can provide help with this.

2. Renovation Questionnaire Form Responses

Renovation Questionnaire Form Responses

1. Parking Spaces?

Parking spaces will meet State Building Code. Parking spaces will be 9' wide by 8' long. There will be (2) Van accessible handicap spaces 8' wide by 18' long with 8' of striping and (1) vehicle handicap space 10' wide by 18' long with 5' of striping.

2. What happens is something is damaged?

Tenants are asked to fill out a request form and provide specific information regarding the damage. This all should be documented and Kent and/or Colleen will follow up with the tenant.

3. Questions regarding an electrical surge?

Tenants are asked to fill out a form with the time of incident. It is unlikely that an electrical surge has occurred as this would not occur in just one unit and the electric company would have a record of this. The best thing to do is fill out a form and document any incidents.

4. Kitchen & Bath heating issues?

The project has received rebates from energy company on the energy efficient units that have been installed. Kitchen and bath heaters were inadvertently put on relay and they will be taken off the kitchen and bath heaters and operate as they should.

5. Will doorbells be installed?

Doorbells and knockers were not planned as they pose a maintenance issue. This will be decided at a later date.

6. Will we have new awnings?

After a search for another solution, it was determined that the current awnings will go back up. They will be cleaned and painted white. The design of the awnings is not ideal but they will provide necessary protection from the elements.

Mr. Lewis stated that all questions should be directed to Colleen and asked tenants to utilize the forms. Mr. Lewis and Ms. Lauer are happy to set up meetings with tenants to discuss specific issues.

Chairman Duzy reiterated that an ADA unit is available in Groton for tenants that wish to

relocate during renovations in their unit. The ADA unit is furnished and transportation can be arranged with the Ledyard Senior Center.

Councilor Rodriguez asked how many units would be available for relocation? Chairman Duzy replied that (1) ADA unit off site and (2) vacant units on property will be available. Tenants should fill out a request form.

Mr. D'Amato stated that heat will work the same as before and the heat does work.

IV. ADJOURNMENT

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

The meeting adjourned at 5:50 p.m.

VOTE: 4-0 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.