



# Griswold Housing Authority

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Minutes of meeting of  
The Griswold Housing Authority  
Monday, December 7, 2020  
McCluggage Manor, 9:03 a.m.

## Salute to the flag.

## Roll Call

Members present: Richard Grabowski (Chairman) via Zoom, Judi Merrill (Vice Chair) via Zoom, Don Walsh (Treasurer), Leona Minski, Tina Falck via Zoom, and Paul Brycki, Executive Director. Also present: James Barnie and Amanda Brycki.

## Regular Meeting Minutes of September 28, 2020:

Tina Falck made a motion to accept the minutes as presented. Judi Merrill seconded it. All were in favor. Motion passed.

## Treasurer's Reports October 31, 2020 and November 30, 2020:

Tina Falck inquired about two line items, Paul Brycki clarified what one was and will follow-up on the other line item once speaking with the accountant. Judi Merrill inquired about another line item; Paul Brycki explained the expenses also. Paul Brycki offered a line breakdown if wanted by the members. Leona Minski made a motion to accept all of the treasurer's reports as presented, pending audit and the checking account reconciliation as agreed upon unanimously by the group. Judi Merrill seconded it. All were in favor. Motion passed.

## Director's Report:

1. Vacant Apartments- We have one at McCluggage Manor, #4. It won't take long for this one to be prepared. Ashland Manor has three open apartments, #12, interviews are in process. Apartment #15 which is being prepared for rental with a resident lined up for the next few weeks. Tina Falck reported on Apartment #28 which has been an ongoing issue for several months. This resident has moved out. However, Tina reported that cleaning and packing has been taking place and she hopes to be done soon as it is a large amount of stuff. New (potential) residents are being interviewed.
2. New Facility- No update at this time.
3. Policy Violations- Paul Brycki reported that there are no current evictions due to Covid-19 restrictions imposed by the Governor. Paul Brycki is making notes of all violations for if/when the restrictions are lifted.
4. Construction Update for new Griswold Senior Center- Tina Falck reported that the project is moving along. It's mostly inside work at this point. Minor tweaks are being made to the

kitchen, despite Covid delays. Everything seems to be going very well. Anticipated COO for mid-December or January. Tina Falck thanked Paul Brycki for the start of the idea and that she is very excited about the project turnout. Judi Merrill asked about regular job meetings, which Tina reported they are every Wednesday, which she attends. She explained they talk about any delays and/or updates on the project. Paul Brycki reported that GHA has one complaint: outside lights (close to the dumpster) that are no longer working and haven't been fixed despite it being brought to the project manager's attention. Paul Brycki requested that this gets repaired ASAP.

5. Bed Bugs-
6. Christmas decorations- Unfortunately due to Covid there will not be any decorations inside the community room for safety reasons. The Board discussed a potential outdoor Christmas Tree or wreath for the outside door. Tina volunteered to do this.

Any Old Business:

1. Don LaPointe/Audit Report- Don LaPointe was unable to attend today's meeting. The report will be sent by email.
2. McCluggage Manor Security Camera- Paul Brycki is attempting to get two bids on this. One company has come and the other called to reschedule. He anticipates spring time for install.
3. Ashland Manor Replace Community Room Door- The door is in decent shape, so it will remain through the winter months. The door will be replaced in spring.

Any New Business:

1. OSHA Inspection- Paul Brycki reported on the recent OSHA visit. The violations have been documented and corrected. Paul Brycki has been working with his team to write up the report and submit all necessary data to OSHA for review currently. This is all a current work in progress. OSHA binders will be stored in both locations for employee reference. Paul Brycki reported that there is a three hour training next week with all employees as well. There may be additional training coming as well potentially in Wethersfield, CT. Paul Brycki assured the Board that it will be completed. Judi Merrill commented that Paul and the team has been doing a great job overall. Paul Brycki reported that they paid the fines and the fines were halved.

Public Forum: Jim Barnie suggested connecting with the Griswold Superintendent or Martin Osga on security camera ideas as the school has been upgrading security equipment. Jim Barnie also explained MSDS sheets (OSHA related.) Jim also volunteered to help with food distribution and Paul Brycki reported that he would follow-up with suggestions about security cameras.

Any Other Business Properly Coming before the Authority:

None.

Adjournment

Don Walsh made the motion to adjourn the meeting at 9:30 a.m. It was seconded by Rich Grabowski. All were in favor. Motion passed.

Respectfully submitted,

A handwritten signature in black ink that reads "Paul Brycki". The signature is written in a cursive style with a large, looped initial 'P'.

Paul Brycki  
Executive Director  
Griswold Housing Authority