



Griswold Housing Authority

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Minutes of meeting of
The Griswold Housing Authority
Monday, November 25, 2013
McCluggage Manor, 11:00 a.m.

Salute to the flag.

Roll Call

Members present: Don Walsh, Joan Hoar, and Gary Rondina (acting chairperson.) Also present, Paul Brycki, Executive Director of Griswold Housing Authority, Kevin Skulczyck, Griswold First Selectman. Absent- Leo Bordeleau.

Minutes of previous meeting: Regular Meeting of Monday, October 28, 2013:

Joan Hoar made a motion to waive the reading of the minutes. Don Walsh seconded it. All were in favor. Motion passed. Don Walsh made a motion to accept the minutes as presented. Joan Hoar seconded it. All were in favor. Motion passed.

Treasurer's Reports from July 3, 2013, August 31, 2013, September 31, 2013, and October 31, 2013:

The Board reviewed the treasurer's reports. After reviewing them, Joan Hoar made the motion to accept the treasurer's reports as presented. Don Walsh seconded the motion. All were in favor. Motion passed.

Director's Report:

1. Larry Wagner and Associates – Paul Brycki is talking with Larry Wagner and Associates about a Community Block Grant through the Borough of Jewett City to replace sidewalks and pave parking lots for the Veteran Housing. Part two of the grant would be to add an additional bedroom to efficiency apartments at Ashland Manor. Paul Brycki explained to the Board and Mr. Skulczyck's that the Griswold Housing Authority would like to apply for a Community Block Grant through the Town of Griswold for renovations of McCluggage Manor.
2. Vacant Apartments – There are five vacant apartments; four at Ashland Manor and one at McCluggage Manor. The four at Ashland Manor will be left vacant during the construction phase. The McCluggage vacancy will be prepared for rental.
3. David Holmes, Phase III at Ashland Manor- Phase III at Ashland Manor is 90% completed. Griswold Housing Authority has made a "punch list" which will be completed in the spring, as it involves planting grass, shrubbery, etc. The change order for the washing machines and the dryers for Ashland Manor were completed and should be delivered within a month.
4. New Facility –No new updates.

Any Old Business:

1. Applications for new commission members- The Board received an application from Leona Minski, who lives in McCluggage Manor. Her application was reviewed by the Board and forwarded to the Griswold Board of Selectman to be reviewed at the next meeting for approval. Also, Joan Hoar's term for being a board member has expired, but she written a letter requesting that she be reappointed. This letter will also be forwarded and reviewed the next Board of Selectman's meeting.
2. Matching Grants, Jewett City Savings Bank- Griswold Housing Authority did not receive the grant.
3. Consultant Services- The professional service agreement between Talon Community Network, LLC (the "Consultant) and the Griswold Housing Authority are in the process of being reviewed by the town attorney. (A special meeting will be called once it is reviewed and approved by the town attorney.)
4. Christmas Party- The Board will be working on the Christmas party with Joan Hoar. Joan will have the event catered at \$11.00 per meal.

Any New Business:

1. Stone Ell Consultant Services Contract- No action.
2. Eagle Environment Phase I at McCluggage Manor- The Board reviewed the contract and the Board voted to pay \$800.00 to complete Phase I environmental study.

Any Other Business Properly Coming before the Authority:

1. The Board discussed the fee for the washing machines and the dryers in both McCluggage and Ashland Manors to offset the cost of electricity, water, and sewage. It will be changed from \$.50 to \$1.00 per load.
2. The Board authorized Gary Rondina to authorize the Housing Authority Management plan. The Board approved the 2014 Schedule of Meetings.
3. The Board reviewed David Holmes' contract for the 40% of the construction plan bid documents for McCluggage Manor at a cost of \$12,500.00. Joan Hoar made a motion to approve the payment of \$12,500.00. Don Walsh seconded it. All were in favor. Motion passed.

Adjournment

Don Walsh made the motion to adjourn the meeting at 12:05 p.m. It was seconded by Joan Hoar. All were in favor. Motion passed.

Respectfully submitted,

Paul Brycki
Executive Director
Griswold Housing Authority