



## Griswold Housing Authority

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Minutes of meeting of  
The Griswold Housing Authority  
Monday, September 23, 2013  
McCluggage Manor, 11:00 a.m.

### Salute to the flag.

Don Walsh explained the process for appointing a new commission member. Don Walsh made a motion for Gary Rondina to be the acting chairperson until a new chairperson is elected in January 2014. Joan Hoar seconded the motion. All were in favor. Motion passed. Paul Brycki will advertise the vacancy and all applications will be reviewed at the October 28, 2013 meeting.

### Roll Call

Members present: Don Walsh, Joan Hoar, and Gary Rondina (acting chairperson.) Also present, Paul Brycki, Executive Director of Griswold Housing Authority and Tara Ingraham (resident.)  
Absent: Leo Bordeleau

### Minutes of previous meeting: Regular Meeting of June 24, 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 Report for June 30, 2013:

Joan Hoar made a motion to approve both the June 30, 2013 treasurer's reports. Don Walsh seconded it. All were in favor. Motion passed.

### Director's Report

1. Larry Wagner and Associates – Larry Wagner and Associates continue to work on Phase III of Ashland Manor.
2. Vacant Apartments – There are three vacant apartments; two at Ashland Manor and one at McCluggage Manor. The two at Ashland Manor will be left vacant during the construction phase. The McCluggage vacancy is prepared for residency. It will be rented out shortly.
3. David Holmes, Phase III at Ashland Manor- Phase III is moving along smoothly. They are currently working on the Asbestos removal contract for ceilings.
4. New Facility – GHA is considering whether it will be elderly housing or congregate housing. GHA is also discussing obtaining grant money for renovating McCluggage Manor.

Any Old Business:

1. Parking lot-There were two bids for sealing McCluggage Manor. The Board decided not to move forward with the project based on the plan to proceed with this during McCluggage Manor renovations.
2. Matching Grant Fund- Paul Brycki applied for the landscaping grant for \$5,000.00 from the Jewett City Savings Bank in Jewett City. The State of Connecticut will match the \$5,000.00 if they are chosen as the designee. GHA should hear about this by December 2013.

New Business

1. Letter from Tara Ingraham- The Board reviewed Tara's request from her letter to relocate her apartment based on accessibility.
2. Theresa Blanchard's resignation- The Board accepted Theresa Blanchard's resignation. The Board will plan a date for a luncheon for Theresa. Paul will coordinate the details.

Any Other Business Properly Coming before the Authority:

Joan Hoar made a motion to bring up inspection dates for annual apartment inspections. Don Walsh seconded it. All were in favor. Motion passed. The Board set the inspection dates for: Ashland Manor, Tuesday, October 1, 2013 @ 10am. McCluggage Manor will be Tuesday, October 8<sup>th</sup>, 2013 @ 10am. The inspections will be administered by the Board. Paul will provide the inspection notices to the residents.

The Board members suggested that Paul look into the lease application for elderly housing as it needs to be updated. The dwelling lease also requires updating.

Adjournment

Don Walsh made the motion to adjourn the meeting at 12:02 p.m. It was seconded by Joan Hoar. All were in favor. Motion passed.

Respectfully submitted,

Paul Brycki  
Executive Director  
Griswold Housing Authority