



Griswold Housing Authority

230 Taylor Hill Road
Griswold, CT 06351
Phone & Fax (860) 376-4516



Minutes of meeting of
The Griswold Housing Authority
Monday, September 24, 2012
McCluggage Manor, 11:01 a.m.

Salute to the flag.

Roll Call

Members present: Theresa Blanchard, Joan Hoar, Leo Bordeleau, and Gary Rondina. Also present, Paul Brycki, Executive Director of Griswold Housing Authority, Jim Baude, Ron Baude, and Donald Lapointe. Don Walsh was absent.

Minutes of previous meeting: Regular Meeting of Monday, June 25, 2012:

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

Treasurer's Reports from June 30, 2012, July 31, 2012, and August 31, 2012:

Joan Hoar made the motion to accept the Treasurer's Reports as presented. Gary Rondina seconded it. All were in favor. Motion passed.

Director's Report

1. Larry Wagner and Associates – Phase III of the Community Block Grant was approved for \$456,000.00.
2. Vacant Apartments – There is one vacant apartment at Ashland Manor, which designated for Handicapped.
3. New Facility – No update.

Any Old Business:

1. Theresa Talbot (pets) – The Housing Authority Attorney, John Fitzgerald, has reviewed the Pet Policy. He has made a few minor adjustments. Paul Brycki will be meeting with him next week to finalize the changes. After that, Paul Brycki will have it updated and printed, and then distributed to all residents of the Griswold Housing Authority. Additionally, the residents will be handed a voting ballot to vote on if pets will be permitted in the apartments.

New Business

1. Meeting with Auditors and Donald Lapointe- The auditors (Ron Baude and Jim Baude) reviewed and explained the auditors' report with the Board of Directors. They suggested fully transitioning to QuickBooks software. They also reported

2. that Griswold Housing Authority is in good financial standing and meets all the requirements and standards for the DECD programs, according to *Government Auditing Standards*. Joan Hoar made a motion to designate \$200.00 towards a contract for QuickBooks payroll, from the Griswold Housing Authority budget. Leo Bordeleau seconded it. All were in favor. Motion passed. Paul Brycki, the Auditors, the Board of Directors, and the Accountant, discussed if it was acceptable for Paul's health benefits to be paid directly by the Housing Authority to the town of Griswold. He requested that this would be deducted from his monthly salary, not a salary increase. Joan Hoar made a motion to provide payment of Paul Brycki's health benefits directly to the Town of Griswold via decrease in monthly salary payments. Gary Rondina seconded it. All were in favor. Motion passed.
3. Property Line/Installation of new fence- Paul Brycki is going to obtain an estimate from Boundaries for surveying the boundaries of McCluggage Manor and mapping out points for a potential fence.
4. McCluggage Manor front entry door replacement for Community Room- Paul Brycki will be gathering estimates on a new door for the Community Room at McCluggage Manor.
5. Bed Bugs-Paul Brycki provided the Board with an update on the Bed Bugs. He is going to distribute a flyer, "Bed Bug Prevention and Early Warning Options," to all residents of McCluggage Manor.
6. Annual Apartment Inspections- Gary Rondina, Joan Hoar, and Tom Dufficy are going to do the annual inspections of Ashland Manor on October 9, 2012 at 10am. Theresa Blanchard, Leo Bordeleau, and Dave Bogle will conduct the annual inspections of McCluggage Manor, on October 9, 2012 at 10am. Paul Brycki will provide a notice to all residents of the upcoming inspections.

Any Other Business Properly Coming before the Authority:

There was no new business.

Adjournment

Gary Rondina made the motion to adjourn the meeting at 12:45 p.m. It was seconded by Joan Hoar. All were in favor. Motion passed.

Respectfully submitted,

Paul Brycki
Executive Director
Griswold Housing Authority