



## TOWN OF WEST HARTFORD

### Fair Rent Commission

### Special Meeting Minutes

April 29, 2021 at 6:30 PM

Town of West Hartford WebEx

#### 1. Roll Call

Meeting called to order at : 6:35pm by Cynthia Lauture (Town representative) Present, via Town of West Hartford WebEx, were Board members: Joseph Cassidy, Brian Fulco, Matthew Lampkin, Stuart Mahler, Nastajha Ortiz, Alexis Safo-Agyeman, Dennis Swanton.

#### 2. New Business

- Introductions: Each commissioner briefly introduced themselves and shared information about himself/herself.
- Appointment of Interim Chair: Town representative Cynthia Lauture asked for a volunteer to moderate the meeting and Stuart Mahler volunteered. Mr. Mahler put up a motion to become Interim Commission Chair for the purpose of this meeting. Motion seconded by Brian Fulco.
- Roll call vote was done and all commissioners voted to have Mr. Mahler act as Commission chair for the purpose of the meeting
- Moderator Stuart Mahler took votes by roll call for election of officers.
- Dennis Swanton eventually volunteered to be Commission Chair. Mr. Fulco seconded the nomination
- Mr. Mahler nominated himself to serve as Vice Chair for 2021, Mr. Cassidy seconded the nomination.
- Roll call vote done: All commissioners voted to accept Mr. Mahler
- Lampkin volunteered to serve as secretary, but informed the commission of his potential to have schedule changes.
- Commission Chair suggested Co-Secretaries to provide Commission with coverage
- Motion to appoint co-secretaries was put up for a vote in front of the Commission. Mr. Mahler made the motion to have a Co-Secretary and Mrs. Ortiz seconded the nomination. The vote was unanimous amongst the commissioners. Motion passed to have co-secretaries. Mrs. Safo-Agyeman nominated herself as Co-Secretary. Mr. Swanton seconded that notion.

- Motion put to the board to amend the bylaws to have Co-Secretaries added. Motion was presented by Mr. Stuart Mahler. It was seconded by Natasha Ortiz.
- Roll call vote was done on to amend the bylaws to include co-secretary and the vote was unanimous
- Mr. Stuart Mahler proposed a commission to look into updating older statutes in the bylaws.
- Brian Fulco Proposed we suggested to have a sub committee to amend bylaws but noted that he did not have the expertise to do so.
- Chair agreed this is a good idea to create a sub committee. Joe Cassidy, Natajsha Ortiz, Stuart Mahler volunteered to participate. Motioned by Dennis Swanton. Brian Fulco seconded
- The motion to have a sub committee was passed unanimous. Sub committee will have a month to review.
- Mr. Mahler brought forth discussion to the committee around handling recusing ourselves, as members, if we know who the involved parties in potential cases. Brian Fulco proposed one option would be for committee members to abstain from voting on the hearing.
- Motion was brought forth by Chair as to if we wanted to adopt Robert's Rules of Order. Chair motioned to adopt Robert's Rules or orders. Dennis motioned, Stu seconded. Unanimous vote to adopt Roberts
- Chair recommends we start off with meetings once a month but only if we have business to go over. Dennis motioned. Joe Cassidy seconded that motion. Commission vote took place and was unanimous. Meetings and hearings would be held on the last Thursday of the month at 6:30 PM.
- Town representatives Helen Rubino informed the commission that we will be informed when there is a hearing
- In response to town Representative Rubino's request, Mr, Mahler gave the commissioners an indication of previous practices and procedures the board took in the past.
- Mr. Swanton clarified with the commissioners that our next meeting will be held on Thursday, May 27th, 2021.
- Town Representative Helen Rubino informed the board the form to file a complaint is located on the town of West Hartford websites, under Boards and Commissions, under Fair Rent Commission for submission by petitioner.
- Town Representative Helen Rubino informed the commissioners that any complaints will go through a vetting process. All valid complaints then it will be brought to the attention of the Chairman.
- Nastajha Ortiz asked for a bylaw subcommittee to review the online form.
- Town Representative Helen Rubino advised this form was reviewed by the

Town Counsel office.

- Joseph Cassidy suggested instructions on form usage accompany the complaint form.
- Town Representative Helen Rubino will be providing email and phone number listing of Committee members to Chair.
- Town representative Cynthia Laurure informed the commissioners that a draft of meeting minutes should be available within 7 days for the general public. Submittal to Town Clerk.

### **3. Adjournment**

- Dennis Swanton, Commission Chair asked for final comments. None provided. Motion to adjourn Joe Cassidy. The motion to adjourn the meeting was seconded by Brian Fulco.