

**SUFFIELD HOUSING AUTHORITY**  
**MINUTES OF REGULAR MEETING**

Wednesday, September 13, 2023

The Housing Authority of the Town of Suffield held its regularly scheduled meeting on Tuesday, September 12, 2023, at 6:30 P.M. at Maple Court 81 Bridge Street: the date and time duly established.

Mr. Messenger called the meeting to order at 6:30 PM

The following members were present:

Mr. Mark Messenger, Chairman

Mr. Jonathan Carson, Vice Chairman

Mrs. Jacqueline Marien, Secretary

Mrs. Kathy Remington, Treasurer

Mr. Larry Magoon, Tenant Representative

Also present were: Jason Joyce, Executive Director, Patrick O’Sullivan, Maintenance, Debra Krut, Robbie Hinckley, Sandy Dupuis, Sylvia Magoon, Debra Zumwalt, Jorie and Ernie Kinnard, Barbara Jones, Nancy Lisenko, Janet Ferris, Laura Bourgeois, Kerry Brock, Douglas and Jacqueline Nielson, Ernest George, Nancy Woods

**PUBLIC COMMENT:**

Mrs. Kinnard addressed the Board to question who made decisions’ for the Authority, the Board or the Executive Director? Day to day decisions are made by the Executive Director but policies procedures are the responsibility of the Board of Directors. She also questioned if the Housing staff could enter a unit without notice.

Notice must be given unless there is an emergency issue.

Mr. Kinnard expressed his dislike of the current Executive Director’s manner of making changes. He said he pays his rent and his unit is “his’ home. He stated that the community is upset with the changes being made. He said he stored a walker in the Laurel Community room and it has been missing for a while. He said it was thrown away. He wanted it returned.

Holly Klein stated that many changes have been made that she wasn’t happy with. She said the new ED needs to “soften” his approach. She said she is comfortable with talking to the office.

Kerry Brock said there were some hostile neighbors.

Laura Bourgeois said that she has been here a short while but the Housing staff has been responsive to any issues she has had. People don’t know how good it is here.

Mr. Hinckley is very happy living at Suffield Housing Authority and commended the staff with a “Great Job!”

**MINUTES:**

Mr. Carson moved, Mrs. Remington seconded and so Voted: to accept the minutes of the July meeting.  
VOTE: 5-0

#### BILLS:

Mr. Carson moved, Mrs. Marien seconded and so Voted: to approve the bills presented which represent the expenses and expenditures of the Housing Authority for the billing period of September 2023.

VOTE: 5-0

OLD BUSINESS: The CDBG grant has begun to move forward.  
The base rent increase began this month.

NEW BUSINESS: There was a unanimous vote to accept a one year contract with Frontier at an increase of \$10.

#### REPORT of the CHAIRMAN:

The Suffield Rotary Club once again generously provided Barbeque Chicken Dinners to each of our residents. Their kindness made for 72 smiling faces!

The Asset Manager for the Suffield Housing Authority did a required property inspection on August 30<sup>th</sup>. He commented on the items that were hanging off of gutters or from the siding. They will cause damage to the property and must be removed. This has been taken care of.

He said that in several of the units inspected, both exit doors were not clear of possessions. They *must* be clear for emergency services to move a wheelchair or stretcher through. Several units had too much clutter. Housing staff has been working on this with residents.

Mentor said that the way Suffield Housing was stoning the gardens looked very nice! He understood our budget dictates how we can accomplish the entire property being completed.

#### REPORT OF THE EXECUTIVE DIRECTOR:

The revised 2023 Leases were discussed by the board of Directors. They will be distributed and signed before the next Board Meeting. There were several versions of our lease out among the tenants and now all will be the same.

The 2024 Management Budget is due in October.

#### MAINTENANCE:

Residents were not pleased with the lawns not being mowed in a timely manner. Patrick has been in contact with the lawn service consistently. The rain and scheduling had knocked us off schedule and it was agreed that 17 days was unacceptable. The lawn service was at Housing the next morning.

Patrick described what transpired in trying to repair a broken heat pump. There was much done to remedy the issue. The CDBG grant will be replacing heat pumps.

Winter maintenance for the snow equipment has been done and the machines are ready to go!

REPORT FROM THE TENANT REPRESENTATIVE: Nothing at this time

ADJOURNMENT:

Since there wasn't any further business to bring before the Board, Mrs. Remington moved and Mr. Carson seconded and so Voted: to adjourn this meeting at 8:00 PM. VOTE: 5-0

Respectfully Submitted,

Jackie Marien, Secretary  
jm/jj