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REC'D BY:                     

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

Wednesday, November 13, 2024

The Housing Authority of the Town of Suffield held its regularly scheduled meeting on Tuesday, November 12th, 2024, 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  
Mrs. Jacqueline Marien, Secretary  
Mrs. Kathy Remington, Treasurer  
Mrs. Jacqueline Nielson, Tenant Representative  
Absent was Jon Carson, Vice Chairman

Also present were: Jason Joyce, Executive Director, Patrick O'Sullivan, Director of Maintenance, Robert Hinckley, Ann Cavanaugh, Doug Nielson, Sylvia Magoon, Janet Ferris, Barbara Jones, Peggy Poirier.

REPORT FROM THE TENANT REPRESENTATIVE: Jac visited most of the tenants during the last month. A lot of them are getting a bit tired of the construction, but are also looking forward to seeing the end results. They are loving the new sidewalks and the new stones. A couple of suggestions were given to her to pass on. Speed bumps up by the garage and close to the exit. The concern is that someone coming the wrong way will hit a car coming up the right way speeding. Still concerns about cars going the wrong way. They are also very excited about the Christmas social on the 15 of December and thankful to SHA for subsidizing the cost.

**PUBLIC COMMENT:**

Ann – Thanked Patrick for moving the signs & is happy with everything going on. Ann asked about putting in speed Bumps.

Janet, Barbara and Peggy – All are happy with the look of the stones being used for bedding, the back lawn going in and the progress happening.

Robbie commented Jason, Deb and Patrick are doing a Great Job at SHA. Robbie said has Policed the property all month & has been watching the progress of the Laurel Court Landscaping.

Doug said he would like the pile of wood & trash outside his unit cleaned up and removed from other places that it was left by the construction workers.

**MINUTES:**

Mrs. Remington moved, Mr. Messenger seconded and so Voted: to accept the minutes of the October 8th meeting.

VOTE: 4-0

BILLS:

Mrs. Nielson 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 November 2024.

VOTE: 4-0

OLD BUSINESS:

CDBG: Jason talked about how doing this Grant is very stressful on the residents & himself. Residents have workers going into their unit multiple times and have to keep moving stuff. Jason talked about how hard it is to schedule & things keep changing. Jason found work that was to be done in the Grant that wasn't done. Coming in early & working late & having to work Holidays.

Jason was able to add into the grant 15 new Benches, and new Patio at Laurel Court since the last update.

NEW BUSINESS:

REPORT of the CHAIRMAN: Mark talked about the 3<sup>rd</sup> Quarter Financial Report & we are doing well. Mark also presented the Board with the 2025 Budget that Jason submitted to the State for approval.

REPORT OF THE EXECUTIVE DIRECTOR: Jason and Deb submitted the Annual Tenant Profile Reports and yearly paperwork to CHFA. The Grant has kept me busy working most days 7am to 5pm with working from home after hours doing last minute notices to residents that work will be in their units.

MAINTENANCE: Patrick moved the Maple Court Sign and the Do Not Enter sign in response to the comments at the last monthly meeting. Preparing for winter is going well.

SHA STAFF Comments or Concerns: Jason & Patrick praised each other for working together and helping each on getting the Grant work to go smoothly. They also praised the work Tenant Rep, Jac Nielson, on handling issues that are brought to her attention. She also has worked hard on resident activities such as planning a Craft Night & coordinating a SHA Christmas Dinner.

Executive Session: If needed

ADJOURNMENT:

Since there wasn't any further business to bring before the Board, Mrs. Nielson moved and Mrs. Marien seconded and so Voted: to adjourn this meeting at 7:05 PM.

VOTE: 4-0

Respectfully Submitted,

Jackie Marien, Secretary  
jm/jj