

## MINUTES OF THE REGULAR MEETING

TUESDAY November 09, 2021 @ 5:30 PM

**I. Called Meeting to Order at 5:30 PM**

**II. Roll Call**

Present: Richard Callahan  
Tara Cassidy-Driscoll  
Cynthia Tennant-Zoom

Absent:  
Catherine Esteverenena

Also Present: Irma Chez, Executive Director/Acting Secretary

**III. Minutes of Previous Meeting (s)**

**IV. Tenant/Public Engagement**

Joanne Rosen- SSTA  
Joe Spindler-SSTA  
Jenna Milne – Accountant

**V. Bills and Communication**

**VI. Report of the Executive Director**

**VII. New Business**

Commissioner Callahan opened meeting. Asked Accountant Jenna Milne to discuss her yearend financial presentation of our 5 HA unit divisions. MS. Milne discussed the elderly/disabled, family and 689 handicapped program balance sheets as well as our section 8 rental assistance program. \$31,766. Negative reserve, up from last year - due mainly to balances in 689, even though Irma has now negotiated a new (first time in many years) \$200.00 month rent increase to begin in September. Their sprinkler system maintenance contract has a \$4,430. Overrun. Irma investigating a less expensive contractor than the current one. The financial problem with these units has been in the hole for a very long time. Even before Ms. Milne came on board many years ago; and much prior to ED ChEz's hiring. We have a \$11,590.00 Current reserve.

Chairman Callahan asked for a motion to accept the year end financials as shown. Commissioner Cassidy-Driscoll made motion as stated. Commissioner Tennant 2nd. Motion Passed unanimously, and the vote was as follows:

Ayes

Nays

Tara Cassidy-Driscoll  
Richard Callahan  
Catherine Esteeverena  
Cynthia Tennant

**Director Chez presented current waitlist numbers. Commissioner Cassidy-Driscoll discussed the numbers with Director. Ms. Chez presented the washer-dryer problems at both Duncan and Doherty. Commissioner Tennant asked about the current laundry income distribution and noted that there are some LHA's that use that income for their Tenants Associations. Discussion of laundry washer/dryer cost differences. Cassidy-Driscoll asked about the discrepancy between Duncan/Doherty. Tennant mentioned discrepancy has existed for many years with no explanation. President Spindler said the discrepancies exists because Duncan uses gas and Doherty uses electricity, which is much more expensive. Commissioner Tennant made a motion to change the .25 cent difference and make both Duncan/Doherty \$1.00 each. Cassidy-Driscoll 2nd.**

Ayes

Nays

Tara Cassidy-Driscoll  
Richard Callahan  
Catherine Esteeverena  
Cynthia Tennant

**Cassidy-Driscoll made motion that Director Chez proceed with the purchase of new laundry equipment. Tennant 2nd.**

Ayes

Nays

Tara Cassidy-Driscoll  
Richard Callahan  
Catherine Esteeverena  
Cynthia Tennant

**Director Chez reported on the ongoing work of the Resident Service Coordinator. The wonderful reception of the joint SHA/Police Dept Family Halloween Party held at Cherry St. That was well reported with pictures in the media.  
Movie nights, help with resume writing, work with GLSS, and upcoming plans for the coming holidays.**

**Commissioner Cassidy-Driscoll made a motion that all bills be accepted as paid.  
Tennant 2nd.**

Ayes

Nays

Tara Cassidy-Driscoll  
Richard Callahan  
Catherine Esteeverena  
Cynthia Tennant

**Chairman Callahan welcomed Selectman Grishman; discussed a bit of past animosity between our Boards and assured both us and him that our ongoing communication would hopefully be much better.**

**VIII. Adjournment**

Chairman Callahan then made a motion to adjourn. Tara 2nd. Motion unanimous. Meeting Adjourned. The roll call vote was as follows:

**Ayes**

Tara Cassidy-Driscoll  
Richard Callahan  
Catherine Esteverena  
Cynthia Tennant

**Nays**

**Next Board Meeting: December 14, 2021**

Respectfully Submitted,

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Irma Chez, Executive Director