

**ST. GERMAIN HOUSING AUTHORITY**  
**MINUTES – November 9, 2022**

1. Call to order & roll call: Chair Sue Kessro called the meeting to order at 9:00 AM. Present were Sue Kessro, Cookie Lough, , Jason Gruett, Marion Janssen and Carolyn Brink. Marv Anderson was absent. Tenants present were Rose Buso, Carmilla Bernsteen, Jeffrey Katcha, Margaret Heller and Don Couey.
2. Open Meeting Verification: Kessro reported that the agenda was posted in 3 locations
3. Approval of minutes: Lough made motion to approve the minutes from the August 10, 2022, meeting, 2<sup>nd</sup> by Brink, motion passed.
4. Public Comment: None
5. Financial report:
  - a. Jason Gruett reviewed the quarterly financial report and the 2022 budget with the Authority members.
6. Reserve Requests/Capital Improvements: Gruett updated the authority that the water heater in building 3 will need to be replaced in the spring and that all pressure tanks were replaced. The one entry door in building 3 still needs some adjustment.
7. Management/Caretaker report.
  - a. Occupancy: There will be one unit available in building 1 in December. There is a waiting list.
  - b. Resident Concerns: All concerns have been satisfied.
  - c. Groundskeeping: Fall lawn care was done. A new company, Jack Of All Trades will be doing the snowplowing this winter.
8. Items for the Authority to discuss or act upon:
  - a. Review Website: Janssen will send some updates to Ted Ritter for the Town website.
  - b. Review of Bylaws: A sub-committee to review the bylaws was established with Lough, Brink, Anderson and Janssen on the committee. The committee will meet prior to the February meeting to review the bylaws and will update as needed. Lough will be the head of the committee.
9. Items for next agenda:
  - a. Review & approval of updated bylaws.
10. Communications: Gruett gave the board copies of the “Notice of Approved Rent and Utility Allowance Change” from the USDA.
11. Next regular meeting will be held on February 8, 2023 at 9AM at building 1.
12. Adjournment: