



**Town of New Fairfield
4 Brush Hill Road
New Fairfield, Connecticut**



**HOUSING OPPORTUNITIES COMMITTEE
REGULAR MEETING MINUTES
Tuesday, January 2, 2024**

Members present: Anita Brown, Chairwoman
Kathleen DiTullio, Vice Chairwoman
Kathy Hull
Jim Mandella
Roberta Anderson

Ex-Officio: Tom Kavaliauskas, Zoning
Selectman Thomas Perkins

The meeting was called to order at 7:32 pm by Chairwoman Brown. The pledge of allegiance immediately followed.

Correspondence and Announcements

Ms. Brown said she had sent letters to the Selectman's office regarding the ex officio appointments needed for the committee. She also sent a letter regarding extending Jocelyn Ayer's contract.

Approval of Minutes from December meeting

Ms. Hull said the names of Cory Neumann and Tom Kavaliaukus were misspelled.

Ms. Anderson moved to approve the minutes as corrected, seconded by Ms. DiTullio and passed unanimously.

New Business

Ms. Brown moved to suspend the rules to amend the agenda to add authorization to extend the contract for Jocelyn Ayer as consultant to the committee through fiscal year 2024, seconded by Ms. Anderson.

Mr. Mandella asked how long the contract would be extended for and Ms. Brown said there are two parts to the contract - phase II completion will go until June 30, 2024 and phase III will go to the end of 2024.

*The motion passed unanimously.
Aye: Brown, DiTullio, Hull, Anderson, Mandella*

Discuss HOC Budget Request for 2024-25

Ms. Brown said the original contract for Ms. Ayer was for \$7,000 through December 31, 2023. She said the committee spent \$7000 from the surplus money allocated and they still have \$7000 in the budget which has not been spent. The \$7000 is in capital and can be carried forward if not spent in this fiscal year.

Ms. Brown spoke to Ms. Ayer about costs moving forward. Ms. Ayer said she would propose 15 hours from January to June for \$1425 which includes 5 committee meetings, 2 Board of Selectmen meetings and revisions as needed to the draft plan. July through December she projects 20 hours including a possible meeting with the Housing Trust and technical assistance to implement the plan with Housing, Planning and Zoning.

The total would be approximately \$3500. Ms. Brown said there is currently the \$7000 in the capital account that can be used for Ms. Ayer's contract.

Ms. Brown said the Board of Selectmen budget presentation will be January 10th. The proposed committee budget will be \$750 for materials and approximately \$2300 for the recording secretary.

Mr. Mandella said he did not see any reason not to renew Ms. Ayer's contract but said it should probably be done in two parts - one for the end of this fiscal year and assuming the budget for next year is approved act on the second part of the contract through the end of 2024.

Mr. Mandella moved to extend the contract for Jocelyn Ayer's consulting services through the end of the 23-24 fiscal year, seconded by Ms. DiTullio and passed unanimously.

Aye: Brown, DiTullio, Hull, Anderson, Mandella

Mr. Mandella said as soon as the Committee knows the numbers for next years budget they can extend the contract through the end of 2024.

Discuss presentation/timing of draft HAP to BOS for approval

Ms. Brown said she heard back from the Zoning Commission and they said to go ahead with the draft plan. She has not received feedback from Planning yet. She said the Board of Selectmen meets on January 11 and 25 and asked Mr. Perkins about presenting to them. He suggested forwarding the plan and going from there.

Ms. DiTullio moved to present the draft plan to the Board of Selectmen for approval pending further input from the Planning Commission and Zoning Commission, seconded by Ms. Hull and passed unanimously.

Aye: Brown, DiTullio, Hull, Anderson, Mandella

Report progress in email changeover from personal to Office365

Ms. Brown explained to Committee members that moving to the @newfairfieldct.gov email protects their personal email from any FOI requests. She said Jamie Wallace is willing to help all sign up for the email.

Share high points of FOI Workshop

Ms. Brown said she took notes from the FOI meeting and suggested there were three main points - it is important to keep records both digitally and as a hard copy; don't have debates through email; and when a public meeting is held let public know that it is not a back and forth exchange rather the Committee is listening for input.

Old Business

Board Comments

Ms. Brown noted the article in the News Times on Sunday and felt it was a fair and factual article.

Public Comments

There was none.

Adjournment

Ms. Anderson moved to adjourn the meeting at 8:11 pm, seconded by Ms. Hull and passed unanimously.

Minutes recorded by:



Recording Secretary

Received by email on 01/04/2024 @ 11:44 a.m.
by Chrystie M. Bontempo, Asst. Town Clerk, New Fairfield