

Minutes of the meeting of the Board of Commissioners of the Hamden Housing Authority held on August 14, 2025 at the Hamden Housing Authority Office – 51 Worth Avenue, Hamden, Connecticut. The meeting was called to order at 12:25 p.m. by Chairwoman Mary DeSarbo.

**ROLL CALL:** Chairwoman, Mary DeSarbo  
Commissioner, John Cabral, Jr.  
Commissioner, Nichole Jefferson  
Commissioner, Robin LaFrance  
Executive Director, Hazelann B. Cook  
Deputy Director, Denise DeMaio  
Director of Maintenance, Gabe Dadio  
Office Manager, Anna Pellino  
Administrative Assistant, Elizabeth Pellino

**Absent:** Commissioner, Phillip Goldblatt

**PUBLIC OPINION:** None.

**APPROVAL OF PREVIOUS MINUTES:** Commissioner John Cabral Jr. made a motion to accept the minutes from the May 8, 2025 meeting; seconded by Commissioner Nichole Jefferson. **Motion carried.** There are no meeting minutes for June 2025 because there was no quorum.

**EXECUTIVE DIRECTOR'S REPORT:**

**Congregate Housing Rehab:** Mrs. Cook reported the rehab is close to completion. However, there has been condensation issues with the HVAC system that has caused damage to the ceilings throughout the building. The HVAC company has been contacted and we are looking for a solution to this issue. The parking lot has been completed however we had some issues with visitors parking in tenant spaces. We have clearly marked all spaces for tenant parking only and instructed tenants to remind their visitors where they are allowed to park. All residents also must have parking stickers issued by HHA and must be visible on their windshields.

**Updating to Solar Energy for E/D Housing Units:** Mrs. Cook reported Greenbank conducted a site visit of our Centerville Village. Installation of Solar Panels for Congregate, Mount Carmel, and Hamden Village are predicted to begin at the end of 2025 or beginning of 2026. The residents, Greenbank, and the Housing Authority would benefit from the installation of solar. Since Congregate residents do not pay their own electric bill, the benefits from Greenbank would come in a lump sum amount to the Housing Authority for either energy saving items or used to hire a nurse to be on duty a few days a week. All items would benefit the residents.

Mrs. Cook is in contact with Greenbank to inquire if this may be an option.

**Priority Needs Grant: Centerville Roofs:** Mrs. Cook reported work on the roofs has been completed. The gutter systems are completed as well however; the drainage was not pitched correctly and must be fixed. Mrs. Cook reported Gabe is working on a solution for this issue.

**WYND Smoking Detectors:** No report.

**CORRESPONDENCE:** None.

**IN-HOUSE TREASURER'S REPORT:**

**Monthly Bills:** Anna Pellino, Office Manager, reviewed and discussed the June and July 2025 bills.

**OLD BUSINESS:**

**Washer and Dryer Report:** \$1,243.00

**Centerville Village, Hamden Village & Mt. Carmel Village Updates:** The waiting list is now open for Elderly/Disabled Housing. Our 2025 Summer Picnic was a huge success with over 100 residents that were in attendance.

**Congregate Housing Update:** Mrs. Cook reported the Congregate building is close to being fully occupied.

**Affordable Housing Update:** Mrs. Cook reported a questionnaire has been filled out concerning the foundations and property. We received a letter from Haley & Aldrich who conducted the inspections and stated there was no waste contamination present so a further inspection is not necessary. HHA however will be conducting our own inspections once a year as a precaution.

**Section 8 Update:** Denise DeMaio discussed the submission of the Section 8 Management Assessment Protocol (SEMAP). A resolution would be made by the Board allowing the Executive Director to self-certify and submit the SEMAP for the year end June 30, 2025. A motion was made by Commissioner John Cabral Jr., and seconded by Commissioner Nichole Jefferson to accept and approve Executive Director, Hazelann Cook, to submit and self-certify the SEMAP Certification. **MOTION CARRIED.**  
**RESOLUTION ATTACHED.**

Denise also reported a DOH audit will be conducted August 20, 2025 to ensure the security of client files. We have also received a \$2.00 increase per month from John D'Ameila for our SERT program which is about an extra \$22,000 per year. We also may receive another 99 vouchers which would be managed out of this office.

**Maintenance Update:** Gabe Dadio reported a larger smoking shed has been installed at Mount Carmel Village. A new truck will also need to be purchased. Gabe also reported a new employee has been hired and is working out very well.

**NEW BUSINESS:**

**Write-Off of Tenant Receivables:** Mrs. Cook discussed writing off tenant receivables. She stated the total amount is \$9,431.00 broken down as follows: Congregate is \$4,972 and Elderly is \$4,459.

**MOTION CARRIED. RESOLUTIONS ATTACHED.**

**HARP Grant:** Mrs. Cook reported we will be receiving a \$9,905 grant from CHFA for the programs we provide for our residents. These funds would be used to pay for Sittercize, Picnic Benches, and other activities we provide for our residents.

**EXECUTIVE SESSION:** None.

**ADJOURNMENT:** A motion was made by Commissioner Nichole Jefferson to adjourn the meeting, seconded by Commissioner John Cabral Jr. **Motion carried.** The meeting was adjourned at 1:20 p.m.

Respectfully submitted,

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Hazelann B. Cook, Secretary

8/14/25

**RESOLUTION – 2025 – 14**

Be it resolved on a motion made by Commissioner John Cabral Jr. and seconded by Commissioner Nichole Jefferson the Hamden Housing Authority does hereby agree to write off the following uncollectable tenant receivables for Congregate in the amount of \$4,972.

Chairwoman DeSarbo, upon calling for a role call, the “Ayes” and the “Nays” are as follows:

**Ayes**

Commissioner Cabral  
Commissioner Jefferson  
Commissioner La France

**Nays**

**Absent**

Commissioner Goldblatt

Respectfully submitted,

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Hazelann B. Cook, Secretary  
8/14/2025

**RESOLUTION – 2025 – 15**

Be it resolved on a motion made by Commissioner John Cabral Jr. and seconded by Commissioner Nichole Jefferson the Hamden Housing Authority does hereby agree to write off the following uncollectable tenant receivables for Elderly in the amount of \$4,459.

Chairwoman DeSarbo, upon calling for a role call, the “Ayes” and the “Nays” are as follows:

**Ayes**

Commissioner Cabral  
Commissioner Jefferson  
Commissioner La France

**Nays**

**Absent**

Commissioner Goldblatt

Respectfully submitted,

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Hazelann B. Cook, Secretary  
8/14/2025

**RESOLUTION – 2025 – 16**

Be it resolved on a motion made by Commissioner Nichole Jefferson and seconded by Commissioner John Cabral Jr., the Hamden Housing Authority does hereby authorize the Executive Director to self-certify and submit the HUD Section 8 Management Assessment Protocol (SEMAP) for the year end June 30, 2025.

Chairwoman DeSarbo, upon calling for a role call, the “Ayes” and the “Nays” are as follows:

**Ayes**

Commissioner Cabral  
Commissioner Jefferson  
Commissioner La France

**Nays**

**Absent**

Commissioner Goldblatt

Respectfully submitted,

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Hazelann B. Cook, Secretary  
8/14/2025