



CONNECTICUT ADVISORY COUNCIL  
ON HOUSING MATTERS



Reply to: 16 Main St., 2<sup>nd</sup> floor  
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(860) 616-4472

**NOTICE OF NEXT QUARTERLY MEETING**

**3:00 p.m.**

**Wednesday, March 8, 2023**

This meeting will be held electronically by Zoom. Please mark your calendars accordingly.

**Minutes of the Meeting of December 14, 2022**

Members present: Michael Clinton, Richard DeParle, Kathy Flaherty, Jane Kelleher, Houston Putnam Lowry, Carl Lupinacci, Stephanie Ma, Raphael Podolsky, Dave Purvis, Margaret Suib, John Wirzbicki

Members absent: Loo Dahlke, Venoal Fountain, Sam Neves, J.L. Pottenger, Jr.

Public officials: Bill Pitt (Chief housing clerk)

Members of the public: Denice Chancey, Catharine Freeman, Jeff Mastrianni, Brian Mezick, Cyd Oppenheimer, V. Edward Quinto

Call to order: The meeting, on Zoom, was called to order by the Chairperson, Raphael Podolsky, at 2:06 pm. The Chairperson announced that the purpose of the meeting was to review the most recent draft of the 2023 biennial report, which was circulated as Draft 3a, and, if possible, to approve a final report.

Approval of the minutes: The minutes of the meetings of September 14 and November 30 were approved unanimously (motion by Houston Putnam Lowry, second by Richard DeParle). A request to amend the June 8, 2022, minutes was tabled until the March meeting.

Action on the biennial report: The members discussed Draft 3a section by section and authorized changes to Draft 3a as described below. It also delegated to Mr. Podolsky the non-substantive editorial rewording of some approved changes to Draft 3a and to Mr. Clinton and Mr. Podolsky jointly to the resolution of several disagreements. All proposed language was otherwise accepted, including the newest language contained in Draft 3a, except as follows:

- Computer-generated notices: A sentence was added that all hearing notices should clearly specify what is to be heard at the hearing.
- CARES Act affidavit of compliance: There was discussion as to whether two additional items should be added to this section: (1) that the Council does not object to exemption

from the notice requirement cases in which a 30-day notice to quit was given and (2) that the clerk should not set a date for a hearing until a CARES Act affidavit has been filed. The Council authorized Mr. Clinton and Mr. Podolsky to jointly determine whether to add both of these or neither of these to the final draft. [Pursuant to this delegation, it was subsequently decided to add both to the report.]

- Expanded staffing: One sentence was deleted.
- Stipulated judgments: The Council delegated redrafting of this section to Mr. Clinton and Mr. Podolsky and agreed to accept the result. [Subsequent to the meeting, the section was redrafted and mutually agreed-upon.]
- Expansion of program area coverage: The section on expansion of the Right to Counsel program was deleted from the report as premature.
- Case processing data: The Council delegated to Mr. Clinton and Mr. Podolsky the drafting of an additional paragraph expressing concern about paperwork delays in the clerks' offices and urging acceleration of the process of hiring additional clerks' office staff. It was also agreed that data showing the number of new eviction filings by month from 2019 to 2022 would be added to the report's appendices. [Subsequent to the meeting, the new language and the appendices were added to the report.]
- Eviction records: The Council accepted the first paragraph of this section with wording changes, deleted the second paragraph, and directed that the third paragraph be revised to simply recommend that Judicial review its policies on eviction records.

Upon completion of discussion, Draft 3a, as amended and subject to the authorized post-meeting changes and with appendices, was approved unanimously by roll call (motion by Houston Putnam Lowry, second by John Wirzbicki).

Annual calendar: The Council's regular meetings in 2023 will be the 2<sup>nd</sup> Wednesday of March, June, September, and December. By agreement, the meetings will be scheduled for 3:00 pm rather than 2:00 pm. Meetings will continue to be held on Zoom (motion by Houston Putnam Lowry, second by Sam Neves).

Adjournment: The meeting adjourned at 4:26 pm.

Respectfully submitted,  
Kathleen Flaherty, Secretary