

**DRAFT Minutes of the
September 27, 2023 meeting
of the
Norwich Fair Rent Commission**

Present: Lee-Ann Gomes, Chair, Ed Belli, (landlord), Rebecca Melucci, (tenant), Atty. Michael Driscoll,(Corporation Council for the City of Norwich).

The meeting began at 8:58 with a welcome and introduction of members.

The purpose of the commission was reviewed. This commission is authorized by City Ordinance adopted on 6-5-23 and is based on CGS 7-148a-7-148f, CGS 47a-20, CGHS 21-80a, CGS 47a-23a.

We discussed the process of applicants applying to the Commission. Information and application forms will be posted on the City's website. The commission's powers shall include:

- Receive complaints, inquiries, and other communications concerning alleged excessive rental charges and alleged violations, including retaliation
- Make such studies and investigations regarding rental housing within the City of Norwich
- Conduct hearings on complaints or requests for investigation submitted to it by any person
- Compel the attendance of persons at hearings, issue subpoenas and administer oaths,
- Determine, after a hearing as set forth herein, whether or not the rent for any housing accommodations is so excessive as to be harsh and unconscionable;
- Determine, after a hearing as set forth herein, whether a landlord has engaged in retaliation
- Order of suspension or reduction of further payment of rent by the tenant until such time as the landlord makes the necessary changes, repairs, or installations so as to bring such housing accommodation into compliance
- Establish an escrow account in a local bank or financial institution into which it shall deposit all rent charges or other funds paid to it pursuant to Section 4-43 herein

We discussed and revised forms that we will use, labeling of exhibits swearing in of witnesses, and how to conduct executive session discussions.

Once the website is up and running, we will advertise that the process is open to receive complaints. We send info to social service agencies, the Property Owners Association, mobile home parks, Otis Library, The Day and The Bulleting newspapers.

We then set dates for the next meetings for 2023 which will be on October 25, 2023, November 27, 2023, and December 28, 2023 at 9:00am (room to be determined). Meetings for 2024 will be held on the 2nd Thursday of each month at 9:00am.

The meeting adjourned at 9:43am.