

MINUTES FOR THE FAIR RENT COMMISSION MEETING ON FEBRUARY 15, 2024

Mr. Hayes called the meeting to order at 5:11 on February 15, 2024. Mr. Hayes, Atty Magistrali and Ms. Quinn were present. Mr. Hayes noted that a quorum was not present. Because no voting would take place, the minutes from the January 15, 2024 meeting were not read.

Atty Magistrali said both complaints from Caraballo and Hanson had been resolved without the need for a hearing as the tenants and landlords had reached agreements. Mr. Hayes asked if anything had to be sent to the City Clerk's office to record the complaints as closed, and asked if the complaints were assigned case numbers. He suggested using a form for the purpose of tracking complaints from receipt to resolution in order to ensure the process was administered in a timely and efficient manner.

At 5:17 Mr. Lipinski joined the meeting, and was briefed as to what took place in his absence.

Atty. Magistrali said the use of a checklist would be the responsibility of the Fair Rent Commission, not the City Clerks office. He then proceeded to review the Fair Rent Commission Overview, and Complaint Form, and suggested they both be posted on the City of Torrington website.

Mailing copies of the complaint forms to tenants and landlords (as required in the FRC Overview) would require envelopes and stamps, neither of which the FRC has, nor a budget to procure them. The finances would probably have to come out of the Mayor's budget.

Atty Magistrali noted that the statute required a hearing within 45 days of receipt of the complaint; however, nothing in the statute requires when the complaint is to be completed. Once a hearing has been completed, a decision must be rendered within 21 days; however, an on-the-spot decision would be preferable.

Mr. Hayes asked what the difference between rental charges and rental increases were. He also asked what a lapse in time eviction was. Atty Magistrali explained a rental change would be if the landlord stopped providing utilities without changing the rent, and if a tenant neglected to pay the agreed upon rent by the deadline, a lapse in time eviction could be initiated.

Maintaining a checklist would be the responsibility of the FRC Secretary. Atty Magistrali decided to change #4 in the FRC Overview from 30 days to 15 days and to change notice to complaint to 10 days with hearings being scheduled to take place within 45 days of the City Clerk's receipt of complaint.

It was decided to post the agenda, meeting minutes, Complaint Form and FRC Overview on the City website.

New business items were tabled for another meeting.

Mr. Hayes adjourned the meeting at 6:00.