



**TOWN OF NEWTOWN**  
**Fair Rent Commission**  
**MEETING MINUTES**

April 18, 2024  
Newtown Municipal Center  
Shared Meeting room 3  
3 Primrose Street

**Present:** Mary Fields, Steve Sedensky, Robert Morey

**Absent:** Brian Lauro, Alice Fitzsimons

**Also Present:** none

**Public Attendance:** none

The meeting was called to order at 6:40 pm.

**Public Participation:** none

**Approval of Minutes:**

Minutes were tabled due to lack of members able to vote.

**Old Business**

**Review, update and approve FRC process and template documents**

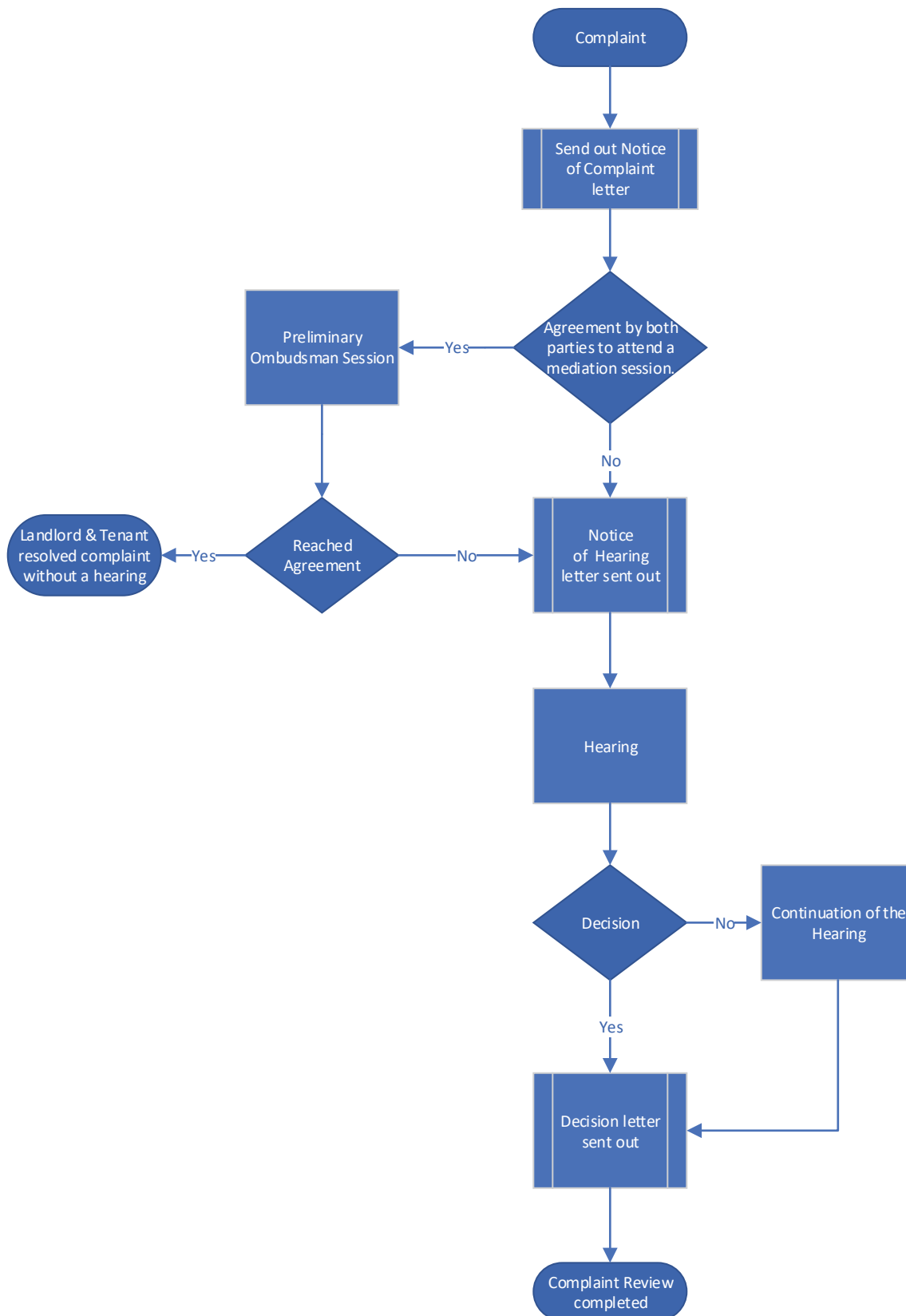
The Commission reviewed and made updates to the process and templates. (*Refer to attachments – prior to updates.*) Kim to follow-up on two items. Remaining documents to be finalized in the next meeting.

**Adjournment:**

Steve made a motion to adjourn the meeting at 8:18 p.m. Robert seconded. Motion passed with all in favor.

Respectfully Submitted,  
Kimberly Chiappetta, Clerk

## Fair Rent Commission - Complaint Process





## TOWN OF NEWTOWN FAIR RENT COMMISSION

### Notice of Complaint

(Date)

To Whom It May Concern:

On (date), the Town of Newtown, CT Fair Rent Commission received a complaint of an excessive rental increase of (amount or percentage) for the rental property located at (address).

Prior to a formal hearing of the complaint, the complainant/tenant and landlord are invited to participate in a Preliminary Ombudsman Session, where the involved parties can come together in a moderated setting to attempt to reach a mutually satisfactory resolution. If a resolution cannot be reached, a hearing will be scheduled with the Town of Newtown, CT Fair Rent Commission.

Please note the following:

- The landlord is prohibited from retaliating against the tenant due to the filing of the complaint. (Refer to CGS 471-20.)
- Until a decision on the complaint is made by the Commission, the tenant's liability shall be for the amount of the last agreed upon rent and that an eviction based upon non-payment of rent cannot be initiated against a tenant who continues to pay the last agreed-upon rent during the pendency of the Fair Rent Commission proceeding.

Please contact Kimberly Chiappetta in the Town of Newtown – Economic and Community Development department to schedule either the Preliminary Ombudsman Session or a hearing with the Fair Rent Commission.

Email: [Kimberly.Chiappetta@newtown-ct.gov](mailto:Kimberly.Chiappetta@newtown-ct.gov)

Phone: 203-270-4271

Sincerely,

Mary Fields  
Chairman, Fair Rent Commission  
3 Primrose Street  
Newtown, CT 06470



## TOWN OF NEWTOWN FAIR RENT COMMISSION

### Notice of Hearing

(Date)

To Whom It May Concern:

On (date), the Town of Newtown, CT Fair Rent Commission received a complaint of an excessive rental increase of (amount or percentage) for the rental property located at (address).

In accordance with sections 7-148b through 7-148f of the Connecticut General Statutes, the Fair Rent Commission of Newtown, CT has scheduled a hearing of this complaint as follows:

**Date:** (date)  
**Time:** (time)  
**Location:** (location)

Please refer to the "What to Expect at the Hearing" to prepare for this meeting.

Sincerely,

Mary Fields  
Chairman, Fair Rent Commission  
3 Primrose Street  
Newtown, CT 06470



## **TOWN OF NEWTOWN FAIR RENT COMMISSION**

### **What to Expect at the Hearing**

The hearing is a meeting with the Fair Rent Commission. All Fair Rent Commission meetings are public. Members of the public may attend, and the minutes and recording of the meeting are available to the public.

The meeting will be called to order by the Commission Chair and other agenda items may be discussed prior to the hearing portion of the meeting. The Chair will announce when the hearing is to begin and that members of the public may observe, but are not allowed to speak.

### **Process for the Hearing Meeting**

#### ***Tenant Hearing:***

- The Commission will first hear from the tenant's side.
- During this time the landlord must hold all comments and questions.
- A Commission member will swear in the tenant or tenant representative, and witnesses for the tenant.
- The tenant and witnesses can then state their case and provide any supporting documents.
- The Commission may ask questions that will help provide information to be used in making their decision.
- The Commission will then ask the landlord or landlord representative if they have any questions regarding what was presented. Questions must be addressed to the Commission.
- The Commission will then hear from the landlord or landlord's representative.

#### ***Landlord Hearing:***

- The Commission will next hear from the landlord's side.
- During this time the tenant must hold all comments and questions.
- A Commission member will swear in the landlord or landlord representative, and witnesses for the landlord.
- The landlord and witnesses can then state their case and provide any supporting documents.
- The Commission may ask questions that will help provide information to be used in making their decision.



## TOWN OF NEWTOWN FAIR RENT COMMISSION

- The Commission will then ask the tenant or tenant representative if they have any questions regarding what was presented. Questions must be addressed to the Commission.

### ***Deliberation and Decision:***

- The Chair will announce that the hearing is closed.
- During deliberation, the parties and members of the public can observe but are not allowed to speak.
- The Commission will then review the information presented.
- When the Commission has come to a decision, a Commission member will make a motion which will be seconded by another member and voted on.

### **What happens next?**

A formal decision letter will be emailed and mailed to all parties involved.

### **What else should I know?**

- The decision made by the Fair Rent Commission is final and binding.
- Both the tenant and the landlord have the right to appeal to the Housing Division of the CT Superior Court – Danbury Judicial District.

### **The Commission should establish a Max number of days to submit an appeal.**

- The landlord is prohibited from retaliating against the tenant due to the filing of the complaint. (Refer to CGS 471-20.)

#### ***Examples of retaliation include but are not limited to:***

- Start or continue an eviction process without good cause.
- Not addressing maintenance issues.
- **Add more**
- Until a decision is made by the Commission, the tenant's liability shall be for the amount of the last agreed upon rent and that an eviction based upon non-payment of rent cannot be initiated against a tenant who continues to pay the last agreed-upon rent during the pendency of the Fair Rent Commission proceeding.



## TOWN OF NEWTOWN FAIR RENT COMMISSION

(Date)

Case Number: (number)  
(Tenant Name vs Landlord Name)  
(Rental Address)

To Whom It May Concern:

The Newtown, CT Fair Rent Commission held hearings on this matter on (date). At the conclusion of that hearing, the Commission voted to issue a decision regarding case (number) – (tenant name vs Landlord name) of (address) as outlined in this letter.

After reviewing all facts and information presented to the Commission from (tenant/complainant name), (landlord name) and (property management name if applicable), and examining current rental market conditions and relevant financial factors, the Commission arrived at a decision that reflects our guidelines and responsibilities as a commission.

### **How detailed should a written decision be?**

There appears to be a wide variation in municipal practices. A written decision should state the actual decision of the commission on all issues before it and, at least briefly, the primary reasons for the decision (e.g., why an increase was approved, denied, or modified). If the decision is conditional (e.g., a rent reduction until certain repairs are made), it should say how the trigger will be activated (e.g., how it will be determined that the repairs have been completed). If a rent increase is to be phased in, it should state the phase-in dates and amounts. One or two paragraphs will usually be sufficient. Some commissions, however, prefer to state a conclusion as to each of the thirteen statutory factors, but that is not necessary.

### **How arrived at the percentage???**

The Commission's decision is that (document final decision here including amount, effective date and end date or term). During the (number of months) month duration of this order, the landlord cannot refuse to maintain the rental unit, and/or terminate the rental contract without cause.

Both parties have the right to appeal to the State of CT Housing Division of the Superior Court.

Thank you, and please reach out if you have any questions.

Sincerely

The Fair Rent Commission of Newtown, CT



## Town of Newtown, CT - Fair Rent Commission Complaint Form

To register a complaint with the Town of Newtown, CT - Fair Rent Commission, complete the sections below and email the completed form to [Kimberly.Chiappetta@newtown-ct.gov](mailto:Kimberly.Chiappetta@newtown-ct.gov).

You will be contacted by Town staff or a member of the Commission to schedule a hearing with the Commission. Please come to the meeting prepared with documentation related to the complaint.

*Example: Rental contracts*

### Section 1: Complainant Information

<b>First &amp; Last Name:</b>	
<b>Address:</b>	
<b>Phone:</b>	
<b>Email:</b>	

### Section 2: Tenant Information

Enter "Self" in the fields below if you are the tenant.

<b>First &amp; Last Name:</b>	
<b>Rental Unit Address:</b>	



### Section 3: Landlord Information

<b>First &amp; Last Name:</b>	
<b>Address:</b>	
<b>Phone:</b>	
<b>Email:</b>	

### Section 4: Reason for Complaint

**Provide a brief description of your complaint.**

---

---

---

---

---

---

---

**Why do you think this is an “excessive and unconscionable rent”?**

---

---

---

---

---

---

---



## Section 5: Rental Unit and Property Details

Number of Bedrooms:

Are pets allowed?

Yes

No

Number of Bathrooms:

Total Number of Rooms:

Is the unit furnished? Yes

No

**Parking Accommodations:**

*Example: garage, parking lot, driveway*

---

**Amenities:**

Please list all amenities that are included in the rental charge.

*Example: outdoor pool and small gym*

---

---

---

## Section 6: Property Management Company *(if applicable)*

Business Name:	
Address:	
Contact First & Last Name:	
Phone:	
Email:	