

MINUTES
BETHEL HOUSING AUTHORITY

REGULAR MEETING

JANUARY 9, 2013

25 REYNOLDS RIDGE

6:30 PM

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TOWN OF BETHEL
TOWN CLERK

Chairman Timothy Beeble called the meeting to order at 6:40 pm

ROLL CALL

Present: Timothy Beeble, Harold Dalcher, Linda Ryan, Lucille Walsh, Gail Slifkin, Mark Dolan and Leslie Friedman aka Courtney Friedman # 31.

Chairman called the meeting to order at 6:40 pm and then proceeded with the posted agenda.

Citizen Input- Courtney Friedman of unit # 31 spoke to the Commission about the fact that her refrigerator is making a loud noise and would like for the Commission to consider replacements. Commissioner Walsh stated that she too is having the same problem and that it does not make the ice properly as often times the cubes are half filled. ED will have the Maintenance staff go the both units to check on the situation and next step actions will determined.

Phineas Park- Mark Nolan reported that all units are occupied and that the insurance is currently up to date. The Chairman suggested that we try to align all our insurance with the same start and expiration dates to make a lot easier to manage. He then proceeded to state that the account balances that were being submitted are for November as December's had not come in yet. Presently Phineas Park has \$76,000 in reserves and that he is able to make repairs by using the operating line of the budget. Commissioner Slifkin ask if he gave any more thought to our renovation project and he stated that he had and cautioned that we should be careful not to make it to big if it is simply renovations because it could trigger getting the building department and zoning, etc. He has someone who he uses for labor only and he purchases all the materials, he also has Bill Taylor & Son for plumbing and others who he calls upon when the need arises. There will be a transfer from a 1BR to a 2BR as the resident just had a baby. The ED ask if it was too soon and he stated that it's better to do it

sooner and when a unit comes up so that it is not much of a problem later. He closed by relating the recertification issue with a family who under reported their income which has resulted in their owing about \$4000. They were told to continue to pay their old rent until a more formal repayment agreement is entered into.

The Chairman called for motion to approve the minutes from the December 5, 2012 and the January 2, 2013. Motion made by Commissioner Ryan and seconded by Commissioner Dalcher.

Commissioner Ryan raised the issue of the December 12, 2012 minutes. ED advised that she had not seen them and would check with Mary O'Leary about them. The Chair then called for the approval of the minutes presented and at the next meeting approve the December 12, 2012 minutes

Commissioner Slifkin made the motion to pay the bills and it was seconded by Commissioner Dalcher. The Ed advised that we are pre-paying for the filters as Fujitsu as we have no credit card to use to pay for the items. We also renewed our NAHRO and CONN-NAHRO memberships and one for an upcoming CONN-NAHRO training that the ED would like to attend. Motion carried.

Executive Director's Report- Stated that she has met with Paychex about providing payroll service for the authority and will also investigate the use of QuickBooks as well. A recommendation to the board will be made at a future date. Presently the computers in the office do not have the same information nor are the current programs up to date. Will be working with Dave Belcher to help us upgrade as well as give us our own website where we can post polices, applications, etc. on line. Commissioner Slifkin asks about how old the other computer was and if we were able to get the old files and have everything on both computers. ED said that is the goal. Commissioner Ryan asks about how old was the other computer and the ED stated that the last one was purchased in February 2012 and she didn't know the age of the other. Further discussion was had about using scanners to deposit checks and contact had been made with both banks. Chase charges \$25.00 for a single item scanner and the multiple scanner cost \$50.00 per month. Awaiting a response from Wells Fargo. Some discussion was had about consolidating banking accounts so that while those bills that are paid from both accounts can have an account that we could issue a single check to that vender. Chairman stated we will need to check with CHFA before we proceed as they may be concerned with the co-mingling of funds. ED said that she will contact CHFA about it. Also ask about the use of a debit card to pay for incidentals, such conferences, supplies and stamps. Would request that there be a limit on the card and it was suggested that we look to consolidate all our banking needs and perhaps they would give of the debit card free. The ED is to speak with e representative first from Union Saving. The Ed advised the Commission that the last time the employees were given a raise was in 2012 and was wondering if one was to be provided this year. The Commission stated that given that both employees will be given more hours because of the various projects that are coming along they would prefer that we keep that in abeyance for another time.

The Ed asked about the manner in which they want their monthly reporting and we will start with something as follows:

Revenue from all accounts

Gross Rent Charged

Gross Rent Collected

Delinquencies

How many Delinquent accounts

Amount owed

Payment plans if any

Quarterly Report to CHFA

Copy of the wait list is to be provided monthly

Old Business

Yardapes- account was discussed ED is to review the numbers presented and then make contact and discuss the reason for the increase which so far has been averaging 25% or better.

Commissioner Ryan ask if the Augustana project was a done deal as some people in the community do not think the Authority should be involved. The chair stated that right now we are doing our due diligence and that reason for our involvement was because there are low income seniors residing there and would not want to see them displaced. When asked if the persons that Chairman maybe speaking with are in favor of this project he said yes and that is one of the reasons why they provided the seed money for us to start our due diligence and that additional dollars would be made available for other works as we move along. The question arose as to why the Diocese wanted to get rid of the property and it was stated that politically they could not be the face of those who are perceived as displacing the elderly and that they are in need of the money because of the lawsuits. If it is determine after we complete our fact finding that it not a good deal then it is over and we have not lost anything. But this work must be done up front to ensure that we know what's what. Someone stated that some of the families there are millionaires and it was explained that about 40 have section 8 and others are considered market rate. Some are of the opinion that the project should be kept on the tax rolls for a high tax rate so there is a lot of misinformation about the entire thing. The City has \$900,000 that is available that can only be used for affordable housing and if the value ends up being 2.7 million as the purchase price we are borrowing 1.7 million which means that each unit will cost about \$17,000 per unit which really very good.

Motion to adjourn by Commissioner Dalcher and seconded by Commissioner Slifkin at 9:35 pm.