

BETHEL HOUSING AUTHORITY

25 Reynolds Ridge

Bethel, Ct 06801

AUGUST 14, 2013

REGULAR MEETING

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TOWN OF BETHEL  
TOWN CLERK

Chairman Slifkin called the to order at 5:35pm

All Commissioners Present:

Present: Collin Vice, David Belcher, Mark Nolan, Sharon Zilinek, Nadine Robinson, Leslie Friedman, BJ Liberty, Pat Belmont, Elaine Budd, Earl Reeve, M. Vollemans for Arlene O'Sullivan, Christine Sleight.

Motion made by Commissioner Dalcher to allow public input. Residents presented their concern about how the newly renovated units will be leased up, as they were of the understanding that they would go to the internal transfer first and then to those on the wait list. After a lengthy discussion it was stated that the process used was the result of our negotiations with CHAF and DECD who were concerned about the length of time the units have remained vacant and so the project would move forward only with the Authority addressing the wait list and followed by internal resident transfers. Secondly, many inquired why they cannot have the new type showers that are being installed in the renovated units. The Commission advised that their initial intent was to substantially upgrade the units and do a complete upgrade. Having heard the concerns of the residents, the Commission plans to look at the concern and determine if it would be feasible and the impact it would have on residents as the entire bathroom would need to be gutted and out of service for a period of time. Request was made that more communication be had between the Board and the residents as well as we should be mindful of the income levels of residents when making decisions.

Phineas Park- Mark Nolan

Mark Nolan discussed the issues with the Residents concerning non renewals, no income verification and annual inspection missed. The results of the audit of the resident files have been completed by USDA Rural Development and a copy of the Annual Audit was presented for review and has shown a positive cash flow for the year's end. Documents were received from RDA to use as a guide to solicit bids for the roof work that is needed. A discussion ensued about the sequestration that is affecting all Rural Development operations and that we will need to design a plan to ensure that we have sufficient operating capital to operate for the remaining calendar year. A revised budget will be presented for review and approval.

BJ Liberty representing St Thomas Episcopal Church presented a concern they have with the fence that is damaged and in need of repair. Nolan Enterprises acknowledged receipt of the complaint and that because of vacation had not followed up, but assured everyone that the matter will be solved immediately. Presently, there is one (1) vacancy at Phineas Park which is undergoing repair.

Motion to accept report made by Commissioner Ryan to accept the report and seconded by Commissioner Dalcher, motion carried.

David Belcher presented an update on the Authority's website and sought approval to go live. A discussion was had about our Resident Selection Polices that was sent to the Commission for both projects 133 and 166. Language previously approved for the newly renovated units will be incorporated into policy. Permission granted to proceed with policy updates and present the same for final approval before submission to HUD and DECD. Mr. Belcher was ask about how much further will his services be needed and he advised that he has taken us a far as we can go and we now need the services of an accountant who does this type of work to clear up the problems with QuickBooks and that they should also do the quarterly financial statements. One name of a service was provided and the ED was to contact Conn NAHRO for other names to explore cost and necessity.

#### Minutes

Commissioner Beeble made a motion to approve the minutes of July 10, 2013, seconded by Commissioner Walsh. All in favor, motion carried.

#### Authorization to Pay Bills

Motion by Commissioner Ryan made to pay the bills of July 27, 2013 and August 10, 2013, seconded by Commissioner Dalcher. All in favor, motion carried.

#### Executive Director's Report

The ED reported on the following items:

Exterior lighting upgrade completed

Resident was injured when she tripped over the wheel stops in front of 25 Reynolds Ridge. Matter reported to insurance carrier

Two are to move in for 8/15/13, along with one move in and one transfer scheduled for 9/1/13.

Resident Service Coordinator grant was renewed again this year and the ED will be sitting down with Bethel VNA to discuss the real intent of the program, which is to provide service support.

The resident service small grant check received. Item will be purchased as listed in the August 5 2013 email sent to the Commission

Currently screening three applicants for placement and will have exhausted the old waiting list will proceed to second list. Those who have requested that they be contacted at a later time will be placed at the end of the 2<sup>nd</sup> list.

Conn Light and Power has an appliance program that could result in a reasonable replacement cost for many of our refrigerators. Authorization granted to purchase new refrigerators once inventory list has been validated and approved by CL&P.

Motion by Commissioner Ryan to accept the Executive Director's report, seconded by Commissioner Dalcher. All in favor, motion carried.

Motion by Commissioner Walsh to accept the Treasurers report and was seconded by Commissioner Ryan. All in favor, motion carried.

#### Old Business

Stiff account update, Commissioner Dalcher advised everyone that all account information had been updated and both accounts are now current with authorized signers and contact information.

Authorization requested to make Periodical Payment Application # 4 to Hewitt Construction Services. A motion was called by Commissioner Dalcher, seconded by Commissioner Beeble. A question was raised about the punch list and the ED advised that both she and the maintenance super did a walk through with the contractor and a punch list was developed from which they are working and or have completed certain tasks. Further we are also holding his retainage and the cost on 1 change order. All in favor, motion carried.

Personnel Matter- deferred until the end of the agenda

CHRO, matter was discussed and a motion was made by Commissioner Ryan, seconded by Commissioner Beeble that a letter in response to the offer would be drafted by the Commission in response to the settlement offer. All in favor, motion carried.

#### New Business

The following motions were made by Commissioner Dalcher, seconded by Commissioner Ryan. All in favor, motion carried:

Adopt a Resolution Authorizing Change Order # 2 for Hewitt Construction

Authorization for Sean Payne to paint the exterior apartment doors for Project # 133

Authorization for All American Maintenance seal, wax and clean 5 vacant units

It was so noted that Review and Revised Resident Selection Policy was discussed and approved under the David Belcher Presentation.

Motion to go into executive session made by Commissioner Ryan, seconded by Commissioner Dalcher.  
The Executive Director was excused at 8:45 pm.

Motion made to come out of executive session at 10:15 pm by Commissioner Ryan, seconded by  
Commissioner, Walsh. Motion unanimously approved. No action was taken.

Motion to adjourn made by Commissioner Walsh, seconded by Commissioner Beeble. Motion  
unanimously approved.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Collin Vice". The signature is written in a cursive style with a large initial "C".

Collin Vice  
Recording Secretary