

BETHEL HOUSING AUTHORITY

25 Reynolds Ridge

Bethel, Ct 06801

MINUTES OF REGULAR MEETING

WEDNESDAY APRIL 9, 2014

5:30 PM

Chairman Slifkin called the meeting to order at 5:30 PM

**Roll Call: Commissioner Slifkin, Commissioner Dalcher, Commissioner Beeble, Commissioner Walsh  
Absent: Commissioner Ryan**

**Present: Mark Nolan, Collin Vice, Elaine Budd, John Ofiero, Lucille Ofiero, Karen Springer, Elaine Budd,  
Sandra Nichols, Earl Reeves, Veronica LaBua, Jack Dietter, Warren Lafferty, Lucy Lafferty**

Citizen Input: John Ofiero advised everyone that he is still awaiting CLP to come out to do the audit of his unit. He further stated that he was advised that there are well over 300 persons on the list for service. Elaine Budd wanted to know why he was getting the audit done and was advised that it was recommended because the authority's intent is to secure funds to replace all of the windows and they may be able to recommend a solution in the meanwhile. Karen Springer presented a letter stating that she did not want to transfer and the Commission advised that they would take her concern under advisement and get back to her.

Phineas Park: Mark Nolan advised that he is seeking bids from vendors to re-pave the parking lot as well as roof replacement. Once that is complete he will submit to RDA for approval and the work shall proceed. Phineas has one vacant unit and they are presently screening for an occupant. Meanwhile they are making the unit ready. A current resident has been non-compliant as a result of her son breaking a window and has requested a hearing which they are in the process of doing.

Brian White of Studley White & Associates, PC presented the Commission with a summary of the 2013 Audit of the Authority operations and advised that everything was in order. He recommended that we look to have someone come in and clean up the QuickBooks accounting system as we have some issues when we converted from the standard version to the online version. He presently has two resumes and is awaiting a third and will present them for review and consideration. Commissioner Beeble raised the issue of depreciation and it not being shown in the report. He was advised that under CHFA/DOH system we are not required to account for the depreciation. Commissioner Beeble wanted to know why the Authority's response to the findings could not be stated as we acknowledge the deficiency and have in place measures, whereby the Commissioners sign all checks and the ED has no control over signing any checks. Further, each check is reviewed by the Commission before they are signed. The auditor felt the current language is sufficient.

Motion to table the Minutes of March 12, 2014 was made by Commissioner Beeble and seconded by Commissioner Walsh.

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TOWN OF BETHEL  
TOWN CLERK

Motion for Authorization to pay bills of April 9, 2014 was made by Commissioner Dalcher and seconded by Commissioner Beeble. Motion carried.

The ED reported that Wood Works Construction, Inc. has completed the work and has provided the required close out documents and everything has been accepted. The bathroom repairs are scheduled to begin on Monday April 14 for one and the other beginning on April 16, 2014. Received an email from the Town Comptroller who is requesting the Pilot payment which was included in the budget for 2013 and 2014 and so the checks are in this month's billing. Conn-NAHRO sponsors an Employee Day at Holiday Hill on May 9, 2014 and The ED asked if the staff could attend. It was recommended that we forgo this year and opt for more training of staff. The Management review letter from DOH has been received and we received a satisfactory grade. What the report noted is that some resident files did not have the proper documentation, our policies need updating which we have already begun. The financial and maintenance areas were rated well. Commissioner Dalcher commented that now that we know their concerns we shall do more to address them in a timely fashion. The ED stated that before the next review a file audit will be done on all files to ensure that the items that they seem to focus on are visible in the files.

Motion by Commissioner Dalcher to approve the Treasurers report and was seconded by Commissioner Beeble. Motion carried. He further requested that he be authorized to transfer \$ 42,000.00 from the Stiff account for Project # 166 and \$ 50,000.00 from Wells Fargo for Project # 133 which is needed to cover the Pilot and Construction expenses. Motion was seconded by Commissioner Beeble. Motion carried.

Old Business:

Snow and Lawn care Services- Commissioner Beeble recommended that we should bid the contract in July 2014 to award it in the fall of 2014. The ED is to contact Yardapes and ask if they would like to continue the contract for lawn care at the existing rate. If he agrees the contract will be amended for the spring to fall season.

New Business

The Chairman called for Authorization to Make Payment To Wood Works Construction, Inc. for the Rehabilitation of (9) Units. Motion made by Commissioner Beeble and was seconded by Commissioner Walsh. Motion carried.

Motion by Commissioner Dalcher for Wood Works to proceed with 4 Additional Units of Rehabilitation and was seconded by Commissioner Beeble. Motion carried.

Chairman Slifkin called for a motion for the Bathroom Repairs. The motion was made by Commissioner Beeble and seconded by Commissioner Dalcher.

Motion to Adjourn at 6:55 pm- Unanimously Approved

Respectfully Submitted,

Collin Vice