

BRANFORD HOUSING AUTHORITY

Minutes of the March 23, 2022 Meeting

Held at the Branford Community House, 46 Church Street, Branford

1. The meeting was called to order at 7:09pm
2. **Commissioners in attendance:** Kate Collins, Bob Imperato, Jamie Kavanaugh, Jerry Mastrangelo
Not In Attendance: Marc Colello

Others in attendance: John Elliott, Beacon Properties; Emily Bouton, Beacon Communities; Adam Cowing, Yale Law School

3. **Review/Approval of Minutes of January 26, 2022 meeting – Action item**

The minutes were reviewed, and an amendment was requested by Commissioner Kavanaugh. Jamie recalled that he had abstained on the vote to accept a resolution for BHA to enter into an agreement with the Housing Authority of New Haven (HANH) to accept housing vouchers for the Parkside I project. BHA was awarded these subsequent to its response to a request for proposals issued by HANH. Those minutes were to be amended, however a subsequent review of the recording of the meeting reinforced that Jamie had not abstained, but did vote in favor. The minutes will stand as submitted.

4. **Tenant Association Update**

Jamie Kavanaugh reported that there were no decisions or action items to report on at this time, but requested that a meeting with Beacon Communities be called as they get nearer to the closing to brief Tenants on what they can expect. Emily Bouton and John Elliott assured him that that meeting would definitely be scheduled.

5. **Treasurer's Report – Kate Collins**

- a. Parkside I - Kate reported that she had both the January 2022 and February 2022 financials in hand, and a review of the reports showed that they seemed in line with the budget. She reported that since we will have little involvement with the PKI financials after the closing, she would like BHA to be more involved with the those for PKII. She would like to see improvements to the coding and more timely recording of expenses. She also found two significant liabilities for development expenses that need to be amended immediately. She and John Elliott will discuss the changes with the Beacon Properties Financial Office.
- b. A motion was made by Jerry Mastrangelo to authorize a **Resolution to Open a BHA-Named Checking Account** at Crosspoint Federal Credit Union, Branford, CT, and seconded by Kate Collins – ***The motion passed unanimously.***
- c. A motion was made by Jerry Mastrangelo for the BHA to adopt a **Check Signing Policy** and seconded by Kate Collins. The policy requires that all expenditures, including checks must be signed/signed off on by both the Chair and Treasurer of the Board – ***The motion passed unanimously.***

6. **Update on Legal Matters – Anika Singh Lemar, Bob Imperato**

- a. **The Tax Abatement Agreement** for the Parkside I Redevelopment was approved unanimously by the Board of Selectmen on March 23, 2022. It had gone previously to the RTM Administrative Services Committee and the full RTM for approval. A motion to accept the Tax Abatement Agreement was made by Kate Collins and seconded by Jamie Kavanaugh. ***The motion passed unanimously.***

BRANFORD HOUSING AUTHORITY

- b. **Department of Housing Note Extension** – The documents to extend the repayment of the Predevelopment loan are being reviewed and revised to reflect language required by DOH and CHFA regarding the land swap agreement. The revised documents will be presented at the April 27, 2022 meeting.
- c. A **Revised Project Entity Chart** with new LLC and fee structure was reviewed by Adam Cowing. A copy of the chart is attached to these minutes. Jamie Kavanaugh raised a question about whether the changes would affect the representation of the tenants' interests or change the role of the **Tenant Commissioner**. It was stated that the obligation to have a Tenant Commissioner representing those interests would not change.

7. **Property Management Report** and **10. Emergency Plan Status Update**

John Elliott of Beacon Properties reviewed the attached report on Covid 19 Status, Administrative, Leasing Levels, Resident Services Update and Maintenance Report. He also introduced a comprehensive **Continuity of Operations Plan (COOP)** which includes such things as the Emergency Evacuation Plan, Active Shooter plans, Fire and Weather contingencies, etc. All commissioners received the plan by email and on paper at the meeting if they were in attendance, and were asked to review it in detail prior to the April 27th meeting.

8. **Parkside I Re-Development Update**

Emily Bouton of Beacon Communities reported that the project's "numbers" are all in line now, and they are in "full closing mode". She anticipates that the closing will be this May.

9. **Parkside II Update**

Bob Imperato reported that there is a wetlands issue with one of the buildings that is being looked into, but there is no real news or changes to report on this month.

11. **New Business** – None was presented

12. **Public Comments** –

Carolyn Sires asked about the information flow for BHA Meetings. It was said that all relevant documents are sent to Commissioners prior to the meeting. Members of the public may get copies at the meeting, or ask that they be emailed to them after the meeting.

13. **The meeting was adjourned at 8:17pm.**

Respectfully submitted –

Maryann Amore,
Clerk to the Branford Housing Authority

DRAFT

Will Accompany Minutes:

- Property Manager's Report
- Tax Abatement Agreement for Board to Accept
- Project Entity Chart
- Resolution to Open BHA Banking Acct(s)
- Check Signing Policy Statement
- COOP Plan