

Branford Housing Authority

Minutes of the Regular Meeting • October 6, 2021

Held at 115 South Montowese St. • Building 1, Branford, CT 7:15pm

1. The meeting was called to order at 7:15pm
2. **Roll Call** – Board Members present: Kate Collins, Bob Imperato, Jamie Kavanaugh, Jerry Mastrangelo Others attending: John Elliot, Beacon Properties; Annika Singh Lemar, Yale Law School; Emily Bouton, Beacon Communities.

Board Members not present: Mark Colello

3. The minutes of the September meeting were approved unanimously.

4. Election of Officers for the New Term

- a. Kate Collins nominated Bob Imperato for Chair, seconded by Jamie Kavanaugh. Bob was elected Unanimously.
- b. Kate Collins nominated Jerry Mastrangelo for Vice Chair, seconded by Bob Imperato. Jerry was elected Unanimously.
- c. Bob Imperato nominated Kate Collins for Treasurer, seconded by Jerry Mastrangelo. Kate was elected Unanimously.
- d. Kate Collins moved to re-appoint Maryann Amore as Board Clerk, seconded by Jerry Mastrangelo. The motion passed unanimously.

5. Tenant Association Update

Jamie Kavanaugh reported that he and Zenaida from Beacon Property Management were working together to develop a better process and forms to handle tenant complaints. Problems with tenants, management, maintenance, and personal services will be handled jointly by the Tenant Association and the Property Managers, and also reported to the Board. That reporting process is still to be developed. Bob Imperato pointed out that he wants the Board to be alert to tenant morale, and to hear about their issues in a timely way. It was noted that tenant-on-tenant complaints should be limited to serious factual issues, and not based in gossip. Jamie reported that a field test of the process was under way, and that he would report on progress at the next meeting. Jamie also thanked those who had arranged the recent excursion to the Christmas Tree Shop for tenants.

6. Budget Update

- a. Kate Collins gave an overview of August 2021 financials.
- b. Discussion – More time and information is needed to assess the current financials and to develop the BHA operating budget for 2022. The following documents have been requested from Beacon: December 2020 Profit and Loss Statement, August 2021 Balance Sheet, Original 2017 CHFA Loan Document and Breakdown of that loan.

7. Ground Lease

Annika Singh Lemar and Bob Imperato reviewed all significant changes and updates to the Ground Lease based on the discussion at the September meeting. Highlighted changes, by page, are as follows:

Page 1, Section 1 – Initial rent payment to BHA will be \$360,000; \$300,000 will be used to re-pay CHFA. The balance of approximately \$60,000 will remain with BHA. In the 16th year of the lease, BHA will receive \$10,000 annually, if cash flow supports it.

Page 8, Section 4.3 – BHA will receive copies of all audit documents, as well as the investor.

Page 8, Section 4.8 – BHA has the right to continue to develop the project if the builder defaults for any reason.

Page 12, Section 7.1 – In the 16th year of the lease, rent paid to BHA by Beacon will increase annually by 3% or the Consumer Price Index, whichever is higher.

Page 26, Section 14.2 – Beacon Communities assumes all lease obligations.

Page 37, Section 19.24 – A period of one year will be allowed to transition Parkside I to a no smoking environment. Smoking cessation assistance will be provided to tenants as needed.

Page 37, Section 19.25 – Beacon agrees to continue the annual payment to the Tenant Association of \$25/unit. This will be part of the ground lease for Parkside I, and continue to be part of the Property Management Agreement for Parkside II.

Review and Approval – Bob Imperato commented that he believed that Anika Singh LeMar and her colleagues and associates at Yale Law School had done a superb job of protecting the interests of the Branford Housing Authority. Kate Collins moved to approve of the Ground Lease as amended; the motion was seconded by Jamie Kavanaugh. The motion carried with 3 yes votes (Bob Imperato, Kate Collins, Jamie Kavanaugh), and one abstention (Jerry Mastrangelo).

The lease as approved tonight is actually preliminary; it will now be sent to the Principal Investor for review. If changes are needed subsequent to their review, the changes will come back to the BHA for a vote to amend the lease agreement. That will be the final version. The preliminary lease is available for review through the BHA.

8. Property Management Report

John Elliott of Beacon Properties provided an update on Covid 19 status, Leasing Levels, Resident and Administrative Services. His report is attached to these minutes.

- a. Maintenance Report - BHA will not continue with current contractor for landscaping and plowing. We are still anticipating bids for a replacement.
- b. Resident relocation status update – Building A is completely empty now; all but two residents were able to relocate on-site in Parkside II. The two tenants who are off-campus are adjusting and doing well.

9. Re-Development Update

Emily Bouton of Beacon Communities reported that because the state did not approve the allocation of additional tax credits for converting the 7 planned market-rate units to low income, and supply chain issues, which have increased the cost of materials, they are \$1.5 - \$2 million short of budget. They have been working closely with the CT Department of Housing to increase their loan by this amount. They have also been working closely with the Town to execute the many documents needed for this piece. Emily stated that no amenities will be cut. They are still hoping to close by the end of 2021.

10. WPCA Sewer Use Agreement – Resolution to Approve

Bob Imperato recused himself from voting since he sits on the board of the Water Pollution Control Authority. The resolution to approve the Sewer Use Agreement with WPCA for the re-development then had to be amended to authorize “any member of the Board of Commissioners of the BHA” to sign on behalf of the board. The motion to amend the resolution was made by Kate Collins and seconded by Jerry Mastrangelo. The motion carried unanimously. Jerry Mastrangelo as Vice Chair will sign for the board. A subsequent vote was taken to approve the resolution as amended was made by Kate Collins and seconded by Jerry Mastrangelo. The motion carried unanimously.

The language of the resolution is included below:

WHEREAS, the Housing Authority is a municipal housing authority established as authorized by Connecticut General Statute Section 8-40, and

WHEREAS, the Housing Authority owns Parkside Village I and Parkside Village II and is in the process of redeveloping Parkside Village I, and

WHEREAS, the Housing Authority anticipates the construction of certain improvements on the property situated at 101-115 South Montowese St, Branford, CT which shall be serviced by the sewer system controlled and regulated by the Branford Water Pollution Control Authority,

Now, therefore, be it hereby:

RESOLVED, that the Housing Authority shall enter into a certain Sewer Access Agreement with the Water Pollution Control Authority of the town of Branford for sewer connection service at 101-115 South Montowese St, Branford, CT which provides for, inter alia, a net access charge due of Thirty-Nine Thousand Two Hundred and Fifty Dollars (\$39,250) and any Officer of the Housing Authority is authorized and empowered to execute and deliver the same.

Be it further ***RESOLVED*** that all actions heretofore taken by any of the agents of the Housing Authority in furtherance of any of the foregoing resolutions are hereby ratified and confirmed.”

11. Parkside II Update

The contract with Amaya Architects for the Parkside II Needs Assessment, including the scope of work, was reviewed. An estimate of the costs for the improvements is approximately \$1.6 million, including the cost of the needs assessment. The entire project will be funded through a grant from the state; Amaya Architects will make the application. A motion to approve the contract as presented was made by Kate Collins and seconded by Jerry Mastrangelo. The motion carried unanimously.

12. New Business

Lisa Arpin, Branford Town Clerk, was invited to speak to the Board regarding options for assisting BHA tenants with applying for Absentee Ballots. Resources could be brought to the site, if requested. Jamie Kavanaugh thought an in-person meeting wouldn't go over well. The possibility of setting up a Zoom presentation in the Community Room was discussed. Requests for assistance will be discussed by the Tenant Association and the Service Managers, and Town Hall will be contacted as needed.

13. Call for Adjournment

With no other new business presented, a motion to adjourn was approved at 8:33pm.

Respectfully submitted,

Maryann Amore

Clerk to the Branford Housing Authority

redevelopment of

PARKSIDE VILLAGE I

branford, ct

development update

Board Meeting for The Housing Authority of the Town of Branford
October 6, 2021

Development synopsis:

- 67 units in single building
- Mix of 1-BRs and 2-BRs
- On-site parking
- Accessible common areas, site, and select apartments
- Extensive common amenity space including fitness center, community room, community garden, computer lab, on-site property management offices, and wellness office
- Resident services programs

Financing:

- Made request to DOH & CHFA for additional funding to bridge a funding gap due to high construction pricing; may involve making the building a 100% affordable building (rather than seven market-rate units). Working with CHFA/DOH to answer questions related to cost increases.
- Continuing to work with the Department of Housing, Connecticut Housing Finance Authority and the Federal Home Loan Bank of Boston on underwriting, due diligence review, etc.
- Waiting on final term sheet from private debt provider; in negotiations with equity investor.

Relocation:

- Relocation out of Building A has been completed.
- All Parkside Village I residents in good standing will be eligible to move into the new building and their rent structure will not change.

Schedule:

- Closing/construction start: December 2021 (goal)

Beacon Residential Management LP
Management Report for Branford Housing Authority
Parkside Village I and II
Oct-21

COVID-19	<p>Safety protocols remain a high priority. Office staff and residents are required to wear masks and a supply of PPE is maintained at both management offices. The Maintenance Team continues to disinfect and sanitize all common areas on a daily basis. Lastly, residents have been strongly urged to notify management if they contract COVID-19 so we can take appropriate measures to mitigate potential transmission. We were made aware of one positive test result for COVID-19 (resident) during the month of January.</p>
Office Administration	<p><u>Annual Recertifications</u>: for both communities have been completed.</p> <p><u>ERAP Payment</u>: received check (payment 2 of 2) from DOH on 11/20/2020. Second payment received in June 2021.</p> <p>Relocation of Building A to be reported on by Emily of our development team. There are currently 0 residents left in building A.</p>
Leasing	<p>There are currently 3 vacant units in Parkside Village 2. We are currently working on applications for those three units.</p>
Community Engagement / Resident Services	<p><u>COVID Vaccinations</u>: Monthly Newsletter includes detailed information regarding the vaccination process. The RSC is assisting residents with scheduling vaccinations currently being offered in New Haven, CT. PS Vaccination rate: 90%</p>
Maintenance	<p><u>Lifts</u>: service restored to all lifts. We continue to monitor and make adjustments to the aging machinery.</p> <p>Currently working on a specification for landscaping.</p>

April 2021 Occupancy Summary

As of: 8/30/2021

	PS I	PS II	PS I & II Combined
% Occupied	100.00%	86.00%	93.00%
# of Vacants	11	3	14
	<i>Vacant units being held for upcoming relocations</i>		
	0 units outside of Building A are vacant		
On Notice	0	0	0

HOUSING AUTHORITY OF THE TOWN OF BRANFORD

RESOLUTION OF THE BOARD OF COMMISSIONERS

The below resolution was made on this 6th day of October 2021 at a meeting of the Board of Commissioners of the Housing Authority of the Town of Branford (“Housing Authority”), held at Parkside Village.

WHEREAS, the Housing Authority is a municipal housing authority established as authorized by Connecticut General Statute Section 8-40, and

WHEREAS, the Housing Authority owns Parkside Village I and Parkside Village II and is in the process of redeveloping Parkside Village I, and

WHEREAS, the Housing Authority anticipates the construction of certain improvements on the property situated at 101-115 South Montowese St, Branford, CT which shall be serviced by the sewer system controlled and regulated by the Branford Water Pollution Control Authority,

Now, therefore, be it hereby:

RESOLVED, that the Housing Authority shall enter into a certain Sewer Access Agreement with the Water Pollution Control Authority of the town of Branford for sewer connection service at 101-115 South Montowese St, Branford, CT which provides for, inter alia, a net access charge due of Thirty-Nine Thousand Two Hundred and Fifty Dollars (\$39,250) and any Officer of the Housing Authority is authorized and empowered to execute and deliver the same.

Be it further **RESOLVED**, that all actions heretofore taken by any of the agents of the Housing Authority in furtherance of any of the foregoing resolutions are hereby ratified and confirmed.

The Clerk of Housing Authority certifies that the above is a true and correct copy of the resolution that was duly adopted by a quorum at a meeting of the Board of Directors on October 6, 2021.

Signature of Clerk

Date

Printed Name of Clerk