

BRANFORD HOUSING AUTHORITY

Regular Meeting - November 3, 2021

Location: 115 South Montowese St. Building 1, Branford, CT

MINUTES

1. The meeting was called to order at exactly 7:15pm.
2. **Roll Call –**
Commissioners Present – Kate Collins, Bob Imperato, Jerry Mastrangelo
Commissioners Not Present – Mark Colello, Jamie Kavanaugh
Also Present: Emily Bouton, Beacon Communities; John Elliott, Zenaida Junes, Beacon Properties, Larry Kluetsch, Kluetsch Consulting LLC
3. **Minutes –**
Kate Collins moved to accept the minutes of the October 6, 2021 meeting as submitted; the motion was seconded by Jerry Mastrangelo and approved unanimously.
4. **2022 Calendar –**
The approval of the 2022 calendar of meetings as presented was moved by Kate Collins and seconded by Jerry Mastrangelo, and approved unanimously. Meetings will take place at 7pm on the fourth Wednesday of the month. The specific dates are listed on a separate document attached to these minutes.
5. **Tenant Association Update –**
None was given, as Jamie Kavanaugh could not attend the meeting due to illness,
6. A request was made to amend the agenda order to allow Larry Kluetsch to make his presentation earlier. Kate Collins moved to approve; Jerry Mastrangelo seconded. All voted in favor.
7. **Parkside II Re-Development –**
Larry Kluetsch reported that with the Capital Needs Assessment completed (the report by Amaya Architects was distributed previously to commissioners) we are now ready to apply for funds for critical needs and possibly to apply for funding some other upgrades so that Parkside II is more comparable with the new Parkside I. Predevelopment finding is available, but we need to review our information with CHFA for advice. The application process is more complicated now, the CHFA staff and a committee they assemble will review with applicants to select the best route to funding. They may also advise on other upgrades we could make.

The cost of the completed needs assessment was funded by reserves, but going forward, funds will need to be raised. The first phase budget is estimated to be about \$80,000 – the budget was distributed to commissioners. This cost would ultimately be covered by redevelopment funding through CHFA, but for now a swing loan is needed. Of the two entities who can provide unsecured funding (up to 100k) – LISC (Local Initiatives Support Corporation) and Capital for Change – Larry recommends the latter. They are a non-profit and very easy to deal with. After the predevelopment phase is complete, BHA would then go back to state to ascertain whether funding for these improvements and upgrades is available. We would not move forward with drawings and specs unless funding available. All of predevelopment costs will be included in total budget, and

reimbursed when the project receives its full funding. Action was needed by the Board to pass a resolution to apply for bridge **funds** from Capital for Change and Resolution to apply for funds from CHFA.

Both of these resolutions were moved by Kate Collins and seconded by Jerry Mastrangelo. Both were approved unanimously.

8. Treasurer's Report –

- a. Kate Collins reported that a review of the Budget through 3rd Quarter 2021 was difficult to make because many operating reports are different set up differently from each other. Consistent reporting, account coding and matching of line items needs to be improved, and should correspond to CHFA's reporting structure. John Elliott said they would be working with BHA to make the necessary changes. This will be necessary, especially for cash flow issues as the Board prepares its 2022 budget.
- b. Development of Budget for 2022 – a Special Meeting for Budget Development was unanimously approved for November 22nd at 7pm at the Community Room. This will be a working session.

9. Update – Legal Matters

There were no matters to report at this time.

10. Property Management Report –

- a. John Elliott and Zenaida Junes of Beacon Properties presented a written report on Covid 19 Status, Administrative, Leasing Levels, and Resident Services for October 2021. It is attached to these minutes.
- b. There was a lengthy discussion on the status of Safety Planning for the complex. Bob Imperato will contact the Fire Chief to ensure that plans are made correctly, and available. An update will be provided at the December meeting.
- c. Holiday planning for residents is underway.

11. Parkside I Re-Development Update –

Emily Bouton of Beacon Communities reported that though CT DOH did approve funding for an additional \$1.2 million, there remains a funding gap of approximately \$500,000. They will no longer be able to close in 2021. HUD and Environmental reviewing is well underway though, and they are nearly finished with town processes (need 3 documents signed.)

12. No New Business was presented for discussion.

13. The meeting was adjourned at 8:19pm.

Respectfully submitted,

Maryann Amore

Clerk to the Branford Housing Authority