

BRANFORD HOUSING AUTHORITY
BRANFORD, CONNECTICUT
REGULAR MEETING
JULY 1, 2020 at 7:00 PM

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TOWN CLERK'S OFFICE
BRANFORD, CONNECTICUT

This Meeting will not be held at Parkside Village
You can join the recorded meeting by logging into

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MEETING ID: 814 7880 6938

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Upon entering the meeting PLEASE introduce yourself
AND BEFORE SPEAKING YOU MUST INTRODUCE YOURSELF

AGENDA

- I. CALL TO ORDER
- II. APPROVAL OF MINUTES
- III. MANAGEMENT OVERSIGHT COMMITTEE REPORT AND
REDEVELOPEMENT UPDATE
- IV. TENANT COMMISSIONER REPORT
- V. RESIDENT ASSOCIATION REPORT – JAMIE KAVANAUGH
- VI. MANAGEMENT REPORT
- VII. OLD BUSINESS
- VIII. NEW BUSINESS
- IX. ADJOURNMENT

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Branford Housing Authority Management Report – July 1, 2020

The new rents and proposed subsidies begin on July 1st.

Maintenance Work orders have continued to be addressed with great care for the safety of staff and tenants alike. At the request of the Chairwoman the onsite maintenance has continued to work full time. It was also requested that that same staff prepare some of the vacant units that are easy turns for lease up. Staff was also on call for emergencies evenings, weekends and holidays.

Management is to sign a lease for one unit on July 1st. Three units are rented for August 1st. At the request of the Oversight Committee, Management met with Kevin Sullivan for a quote to fit up the handicap unit rented for August 1st. Management is awaiting their response.

Management met with the Landscaping Contractor again to review problems with the services provided. Mulching was not completed, trimming not done in certain areas of the complex, weed kill sprayed throughout complex. The contractor stated they would only use the trimmer in the future and would not be held responsible for the poor condition of the lawn turf. Branford Housing has no fertilization or weed treatment at the request of the residents and unfortunately, the lawn beds are not healthy and are full of weeds. The organic method that was used previously was discontinued last year as it did not show any signs of helping the condition of the lawn turf.

Tenants have complained that there are spiders on the outside of some of the units and have requested to have the outside of the buildings exterminated. Management contacted the exterminator to schedule a treatment. Management has offered to have the exterminator spray the inside of their units, the tenants declined as they did not want pesticides in their unit.

Management has continued the COVID -19 suggested measures to sanitize the common areas touched in the facility. The community rooms have reopened with social distancing restrictions and limited activity allowed. Normally, the tenants use the community rooms to collect their mail, do laundry have a quick chat and go about their business. Tenants requested to resume some social interactions in very small numbers while in the community room.

Management has provided the board of commissioners with the vacancy and applicant activity for June.

Tenant Cleaning Stipends were renewed, revised and additional cleaning products were ordered for them.

Management has met with a tenant three times that previously received a warning lease violation letter and it was agreed that Management will provide the tenant with a letter to remove the stated warning from their file. The letter will stipulate that there is an agreement with the tenant that they will no longer climb a ladder on the property for any reason, that they were looking in the vent adjacent to the fire alarms and if they have a work order or concern it will be called into the office and not handled on their own.

Requires Board Decision: PV1, A18, This tenant in addition to a sitting area on the walkway has an extended area with patio chairs and plantings in what was the grass area adjacent to the stair tower and sidewalk. There is now no grass and water pools from the sloped planting area under the chairs. This same tenant has requested that Branford Housing Authority provide patio block in this small area to eliminate the mud and puddles. As with other tenants at Parkside Village, if they ask to plant flowers or small gardens we have always encouraged this activity as it makes them happy and others can enjoy looking at the areas as well. If the Commissioners are not in favor of this project, would they consider allowing a local volunteer to complete the project if Branford Housing Authority provides the patio materials?

Beacon Communities and Merit Properties have continued working on the transition of management services for Parkside Village.