

BRANFORD HOUSING AUTHORITY

115 South Montowese St. Branford

Minutes of the Regular Meeting held **July 7, 2021 at 7:00pm**

1. **Call to Order** – Acting Chair Bob Imperato called the meeting to order at 7:00pm
2. **Appointment of Board Clerk** - Maryann Amore was proposed as the new BHA Board Clerk. Kate Collins moved the appointment, seconded by Jamie Kavanaugh. The Commissioners present voted unanimously to appoint.
3. **Roll Call – Commissioners attending:** Kate Collins, Bob Imperato, Jamie Kavanaugh, Jerry Mastrangelo; **Commissioners not attending:** Mark Colello; **Others in attendance:** Annika Singh Lemar, Yale Law; John Elliott, Beacon Residential Management; Emily Bouton, Beacon Communities; Representatives of Housing Opportunities Unlimited (HOU).

4. Review/Approval of Minutes

- The minutes of the April 7, 2021 meeting were approved by a unanimous vote of the commissioners present. Kate Collins moved the approval, seconded by Jamie Kavanaugh.
- The minutes of the May 5, 2021 meeting were approved by a unanimous vote of the commissioners present. Jamie Kavanaugh moved the approval, seconded by Kate Collins.

5. Election of Permanent Chair of the BHA Board

Kate Collins moved to that Bob Imperato be appointed as permanent Chair of the BHA; the motion was seconded by Jamie Kavanaugh. The vote was unanimous to elect Bob until this term expires. The next regular election of the BHA is at the annual meeting, scheduled for October 2021.

6. Tenant Association Update

Jamie Kavanaugh thanked BHA and Beacon for their efforts and for the party for the tenants on June 15.

7. Easement Update

Annika Singh Lemar of Yale Law presented full-sized drawings of the re-development area for the Commissioners to review, as well as page-sized versions. The large drawings will be made available to view if requested. She also distributed copies of the Resolution for the Site Plan/Coastal Site Plan Modification Application, as well as the Application Resolution that was adopted by the Branford Planning and Zoning Commission, for the “swap” with the Town of the property adjacent to Parkside. In this agreement, the use of Sliney Road is conveyed to the Town, and in the Conservation Easement, the BHA agrees in perpetuity not to develop the property specified in the easement. These are attached, and follow these minutes.

Annika also reported that YLS is currently working with Town Officials on authorizations for the comport of necessary construction equipment and supplies over the town-owned sections of the site.

The Chair opened the floor to questions regarding the Easement. Commissioner Jamie Kavanaugh wanted to know who would plow/maintain Sliney Road. Bob Imperato said he would review the

notes on this and get back to the Board. A member of the public asked who will be responsible if someone gets hurt during construction. Emily Bouton of Beacon Properties reported that the contractor is fully insured and per Beacon's contract with them, they are responsible for all safety protocols. The approved time for daily construction work will be 8am to 4pm, and there will be a fence surrounding the construction site with a locking gate.

8. Property Management Report

a. to c. John Elliot of Beacon Residential Management (BRM) submitted a written Management Report for the month of June 2021; it is attached here as an addendum to these minutes. Specifics on Safety Protocols, Administrative Status of Recertifications, Occupancy, Resident Services, Vaccination efforts, and Maintenance are outlined in the attached report.

d. Project Budget Overview and Chart

Annika presented a chart outlining the flow of funds that will support the re-development and sustain the new units as well as the organizations who oversee Parkside I. An Owner/Equity Partner has been chosen and will be announced as soon as details of the agreement are made final. The chart follows these minutes.

e. Relocation status update was given by Emily Bouton of Beacon as part of the during the Re-Development update. (See #9)

9. Re-Development Update

Emily Bouton of Beacon Communities reported the following:

- There will be a total of 67 new units at Parkside I, 60 rent-controlled, 7 market-rate. There will be more amenities in all apartments.
- All current residents who will be re-located during construction are guaranteed an apartment when construction is completed.
- The rent structure will not change; rents will not go up for current residents, regardless of unit.
- Construction will begin in September, 2021, and will be completed by Summer, 2023.
- Building A will come down first, so immediate focus is on relocating Building A residents.
- HOU (Housing Opportunities Unlimited) personnel are currently on-site, and are meeting with Building A households regularly.

Beacon reported that they will be working intensely with all financial oversight agencies and legal entities over funding and easements in order to be ready for construction to begin in September. It is going to be a very busy summer for them.

A current resident requested clarification of what it means to be a "Tenant in Good Standing". Bob Imperato responded that if you are not in violation of the conditions of your lease, you are in good standing. It would take a serious violation to change a tenant's standing, and will NOT be based on frivolous issues or gossip.

10. Management Oversight Committee

There was a brief discussion of the Property Management Oversight Committee. Bob and Kate clarified that it was an Ad Hoc committee formed to oversee the process of choosing a new Property manager, and could be dissolved and re-constituted as needed. Kate Collins moved that the

committee be dissolved until a need arises again. Jamie Kavanaugh asked for clarification on that point, and receiving it, seconded the motion. It carried unanimously.

11. BHA Appointments to Branford Affordable Housing, Inc. (BAH)

It was explained that as originally designed, with the Assistance of UConn Law School, the Branford Housing Authority may have up to 2 of its members to BAH if there are 7 members on its Board, and 3 if the BAH Board expands to 11 members. The BAH Board currently may have up to 7 members.

Kate Collins moved to appoint Bob Imperato to BAH as a representative of the BHA; the motion was seconded by Jamie Kavanaugh and was carried unanimously. This brings the number of BHA members on the BAH board to 2 (including Kate Collins), the maximum allowed at this time.

12. Yale Law School Update

Bob announced that BHA will continue its agreement with Yale Law School, explaining that the vote taken in the April 7, 2021 meeting was invalid, since the amendment to the agenda that called for the vote to terminate the relationship with Yale Law School was made in violation of procedural rules. It can be considered at a later meeting if necessary.

13. New Business

- A memo regarding "*Clarification of Procedures for the Conduct and Notice of Meetings and FOIA Compliance*" was reviewed with the Commissioners, as well as a brief overview of Roberts Rules of Order. Commissioners were also asked to create an email address for exclusive use for BHA business, and for a specific format to be used. Instructions on how to do this were also provided. These documents were distributed at the meeting, and emailed to each Commissioner.
- Bob Imperato stated that energy costs are skyrocketing and that we are now on track to meet with the Town and with Eversource to define ways to save money. He will report on the results.
- Parkside II is overdue for an evaluation of maintenance and repair needs, and for planning for the funding of the repairs. He will work to get this evaluation done ASAP.
- The BHA should use 115 South Montowese St. as its official address for business. Bob asked John Elliott to create and maintain a mailbox dedicated to BHA mail in the Property Management office.
- Jamie Kavanaugh thanked Jennifer from BRM for her help securing free internet service for residents.
- In response to questions from the public, the following clarifications were issued:
 - Residents will still be able to visit Parkside I during Phase 1 of construction.
 - The Community Room will remain open for use during Phase 1 of construction.
 - Beacon will monitor noise levels and other aspects of construction and their potential impact on the integrity of the existing buildings.

14. Adjournment

Kate Collins made a motion to adjourn; it was seconded by Jerry Mastrangelo. A unanimous vote adjourned the meeting at 8:10pm.

Submitted by:

Maryann Amore, *Clerk to the Branford Housing Authority*