

Branford Housing Authority

Minutes of the Regular Meeting • September 1, 2021

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

1. The meeting was called to order at 7:17pm
2. Maryann Amore was appointed as BHA Board Clerk by a unanimous vote. The motion to appoint was made by Kate Collins, and seconded by Mark Colello.
3. Roll Call – Board Members present: Mark Colello, Kate Collins, Bob Imperato, Jamie Kavanaugh, Jerry Mastrangelo Others attending: John Elliot, Beacon Properties; Annika Singh Lemar, Yale Law School; Andrea Nunez Cepeda, Housing Opportunities Unlimited
4. The Minutes of July 7, 2021 meeting were unanimously approved. The motion to approve was made by Mark Colello, and seconded by Kate Collins.
5. Robert Imperato was unanimously elected to serve as Permanent Chair of the BHA Board. The nomination was made by Kate Collins and seconded by Mark Colello.
6. **Tenant Association Report** – Jamie Kavanaugh reported that the association did not meet in August, and that there were no changes to the bank balance or expenses of the association to report on. Their last meeting was held on July 13, 2021 where they reviewed the outcomes of the July 7 BHA Board Meeting with tenants. Also, Emily Bouton of Beacon Communities answered questions the tenants had about the status if the redevelopment, and approved the tenant walk-through of the buildings.

A proposal was raised to include residents of Parkside II in the Tenants' Association; discussions on this matter have begun with the members of the Parkside I association. Jamie also reported that tenant complaints about landscaping problems continue. This was discussed with John Elliott of Beacon properties who will follow up again.

Motion to approve the report was made by Kate Collins and seconded by Jerry Mastrangelo. The approval was unanimous.

7. **Update: Drafts of Easement and Ground Lease** – Annika Singh Lemar of YLS reviewed a chart summarizing the legal obligations of the landlord (BHA) and the tenant (Beacon) as well as a schematic developed to outline the relationships among the principals in the Parkside I Redevelopment (Owner/Landlord, Owner Entity, Managing Member, Equity Investor, etc. The chart and schematic are attached to these minutes.) These entities are defined because of a 1986 law which created guidelines for public/private housing ventures. She then reviewed the entire draft Ground Lease to be executed between the BHA and the Owner Entity, saying that the lease incorporates many agreements which refer to other documents that are part of the overall legal agreement, including an Operating Site Agreement which will include the obligations of each entity. There were a number of questions and requests for clarifications. The board suggested that language saying that the landlord (BHA) has the right to inspect the property should be included. Work will continue on refining the ground lease agreement; it will be presented for a review and vote by the board in the October 2021 meeting.

8. Property Management Report – John Elliott of Beacon Properties reported that the move-out of residents of Building A is now complete and that tenants are pleased so far. On the issues of landscaping and snow removal, they are going to be looking for new contractors immediately.

He also reported that insurance policies (Master Policy for Hazard, Property, and Liability and Directors and Officers Insurance) are now in place and have been renewed at substantially higher rates (double, in fact).

The Beacon Residential Management Report for August, 2021 including a COVID 19 Status Update, Administrative Update, Leasing Levels, Resident Services Update, and Maintenance is attached to these minutes.

9. Re-Development Update – Emily Bouton reported that Beacon is still aiming for closing on the project in the fall, and hopes to get shovels in the ground by the end of the year. She also reported that because of a gap in resources, they went back to the state for more resources. BHA agreed to support their proposal to CHFA to change the project profile to 100% affordable so as to secure additional tax credit funds. If CHFA were to approve this change, it would necessarily come back to BHA for review and approval. She thanked the BHA for agreeing to the change. They will report on outcomes at the next BHA meeting.

10. Parkside II Update – Bob Imperato reported that a Capital Needs Assessment of Parkside II has begun, and is being conducted by Amaya Architects. He believes that funds will be available through CHFA for these improvements and will be pursuing this funding as we know more. A review of progress will take place in the next meeting of the BHA.

Bob also reported that energy costs have gone sky high and that BHA will be working with Eversource and the Town to find ways to reduce costs.

11. BHA Appointments to Branford Affordable Housing, Inc. (BAH) Kate Collins moved that Bob Imperato be appointed to the Board of Branford Affordable Housing. Seconded by Jamie Kavanaugh, the motion passed unanimously.

12. No New Business was introduced.

13. The meeting was adjourned at 8:28pm.

Submitted by Maryann Amore
Clerk to the Branford Housing Authority

Beacon Residential Management LP
Management Report for Branford Housing Authority
Parkside Village I and II
August.2021

COVID-19	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.
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 4 residents left in building A. Building A will be completely vacant on September 1, 2021.</p>
Leasing	There are currently no vacant units in Parkside Village outside of Building A. Building A has been vacated to prepare for upcoming demolition. All available units are leased or pre leased in Parkside Village 1 and 2.
Community Engagement / Resident Services	<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%
Maintenance	<p><u>Lifts</u>: service restored to all lifts. We continue to monitor and make adjustments to the aging machinery.</p> <p>Update on landscaping.</p>

Housing Authority of the Town of Branford

Owner / Landlord

Ground lease

Owner Entity, LP/LLC

Managing Member, LLC (0.01%)

Equity Investor (99.99%)

Beacon Communities (90%)

Taxable LLC affiliate of BAH (10%)

Branford Affordable Housing

Option to acquire Property and/or Equity Investor interest in Owner Entity

Landlord Obligations	Tenant Obligations
Lease the land to Tenant for 98 years	Pay rent
	Construct, own, maintain, and operate the newly built Parkside I
	Ensure construction complies with the standards set forth in the Lease
Assign current leases and rents at Parkside to the Tenant	Own and operate existing buildings B&C while the new building is being constructed; Takes on the Landlord's obligations pursuant to the existing leases
	Provide that any operating reserves currently associated with Parkside I are retained by the Landlord
Obligations Regarding Site Operations	
	Ensure that the units at Parkside I meet all applicable affordability requirements for the length of the lease (the lease term is longer than the term of the restrictions that will be imposed by the State of Connecticut)
	Comply with all environmental laws
	Maintain in place the insurance programs described in the Lease
	Assume Landlord's obligations pursuant to the agreements with the Town of Branford regarding maintenance of real property
	Seek Landlord approval for significant structural alterations
Obligations Regarding Financials	
	Provide audited financial statements to Landlord at least annually
	Pay rent annually out of distributable net cash flows