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TOWN CLERK  
BRANFORD, CONNECTICUT

BRANFORD HOUSING AUTHORITY  
BRANFORD, CONNECTICUT  
REGULAR MEETING  
JUNE 3, 2020  
7:00 PM

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

ZOOM LINK: [www.zoom.us](http://www.zoom.us)

Select Join Meeting

MEETING ID: 470 634 5753

Password: 238809

Or

TELEPHONE CALL IN NUMBER: 1 929 205 6099

MEETING ID: 4706345753#

Password: 238809#

Upon entering the meeting PLEASE introduce yourself

AGENDA

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

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TOWN OF BRANFORD  
BRANFORD, CONNECTICUT

Branford Housing Authority  
Management Report – June 3, 2020

There has been reports of vandalism at the property during the last couple weeks. Lights broken, plants stolen and things out of place and cameras in community room moved. Temporary Solar lights were installed in these areas.

Recertifications: Tenant received notice of the new or same rent with the new air conditioner fee due for the summer season on June 1<sup>st</sup>. Branford Housing Authority pays for the electric, heat and hot water for the tenants at Parkside Village One. To own an air conditioner is optional for a tenant. If a tenant has an air conditioner in the sleeve, there is a fee of \$25 per month for the months of July, August, Sept and October payable to BHA in either monthly payments or one lump sum of \$100.

Management assisted the Board Consultant during the mandatory contractor and architect walkthrough and bid due dates.

Management is working with BHCare administration to lease to clients/applicants on waiting list.

Management has continued the COVID -19 suggested measures to sanitize the common areas touched in the facility on a daily basis. The community rooms will continue to be closed until next phase. The tenants use the community rooms to collect their mail and do essential laundry.

Management has provided the board with the vacancy and applicant activity for May.

Maintenance Work orders have continued to be addressed with great care for the safety of staff and tenants alike. Effective June 1, maintenance staff has been reduced to approximately 20 hours per week now that fit ups are going to be outsourced. Staff will continue to be available for emergency on call issues for evenings, weekends and holidays.

The Branford Housing Authority Treasurer is setting up a financial review meeting with other board members individually to also include a representative from Management.

Require Board Decision: Tenant has requested to install a ceiling fan in their unit at Parkside Village One. Issues to consider during a discussion. There is enough ceiling space for a fan, but is there space for a ceiling mount between first floor and second floor? There is no existing wiring in the ceiling. Whose responsibility is it to hire an electrician to install, tenant or BHA?

Management is reviewing tenant stipends for cleaning common areas of buildings at Parkside Village One and Two.