

RECEIVED

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11:01 AM  
BRANFORD TOWN CLERK

BRANFORD HOUSING AUTHORITY  
REGULAR MEETING  
Wednesday June 3, 2020  
Meeting was held by ZOOM LINK  
Branford, Connecticut  
7:00PM  
MINUTES

Attendance: Commissioners: Tacie Lowe, Kate Collins, Mark Colello, Jerry Mastrangelo  
Property Management: Cheryl Daniw  
Consultant: Larry Kluetsch  
Attorney: Jay Pottenger  
Town Clerk: Lisa Arpin

CALL TO ORDER: The meeting was called to order by Tacie Lowe at 7:02 PM

APPROVAL OF MINUTES: Minutes of May regular meeting, M. Colello stated that the minutes reflected that he stated he would provide names of two electricians to provide a scope of work for the lift heaters. He noted this was an inaccurate statement and requested that it be removed. Corrected minutes will be sent to appropriate entities. M. Colello moved to approve with the noted correction, K. Collins 2<sup>nd</sup>, all approved

RESIDENT ASSOCIATION REPORT: Jamie Kavanaugh said there were no major issues. There were concerns regarding recent vandalism at the apartment complex including, removing planted flower and shrubs that were donated. The incidents were reported to the police. There was a discussion about installing outside cameras.

TENANT COMMISSIONER REPORT: Dave D'Amelio was unavailable to report.

MANAGEMENT REPORT: Cheryl Daniw gave a report covering 10 topics of concerns covering:

Vandalism at Parkside Village One, lights broken, plants removed from the ground, things out of place in the community room. Temporary solar lighting was installed in troubled areas. Tenants received lease addendums based on rent recertifications completed. Parkside Village One tenants also received notice of a reduction in the air conditioner fee that have a unit in the sleeve. The ERAP/Rental Assistance Program Grant was submitted requesting \$24,708 servicing 24 tenants. Management assisted the Board Consultant during the mandatory contractor and architect walkthrough and bid due dates. Management is working with BHCare and will reach out to Branford Counseling again to assist with applicants on the waiting list. Covid-19 preventive measures are still in force and community rooms are closed. Management provided the board with the vacancy and applicant activity for May. Maintenance work orders continue to be completed with care due to the virus. Maintenance staff was reduced effective June 1 due to Fit Ups being outsourced. Staff will be available for emergencies evenings, weekends and holidays. Management will attend a meeting to be held by the Branford Housing Authority Treasurer with each board commissioner individually to do a financial review. Request for Board Decision: Tenant wishes to install a ceiling fan in an efficiency unit in the bedroom/living area. Management is reviewing the tenant stipends for cleaning the common areas of the buildings at Parkside Village One and Two.

Tacie Lowe requested further explanation on the acronyms RAP and noted this topic was added to the written Management Report provided. Cheryl Daniw acknowledged including the information into her report with recertifications. RAP or ERAP stands for Rental Assistance Program or Elderly Rental Assistance Program. Some residents were grandfathered on the program to receive a subsidy that pays the difference of 30 percent of their adjusted gross income to the base rent of \$300, \$325, \$383 or \$415. This grant program was provided by the State of Connecticut and frozen years ago. It is not available to existing tenants that were not on the program or any new tenant moving into the complex.

Tacie Lowe stated that she did not want any changes made to staffing until further information is made available.

MANAGEMENT OVERSIGHT REPORT: Kate Collins reported that it was calendared for the Board to award a bid from Contractors for the renovation of 17 Parkside units. However, it was decided unanimously to reject all bids due to excessive amounts. M. Colello and J. Mastrangelo, Commissioners, and L. Kluetsch, Consultant will start the project over by reassessing the site needs. T. Lowe asked that the group report back in 2 weeks. L. Kluetsch made available the top 10 proposals from the RFP for Architects addressing Parkside Village Two projects. He indicated that the Structural Engineers will have their report soon assessing the concrete on the elevated decks at both Parkside Village One and Two.

OLD BUSINESS: M. Colello asked the status of the Fire Inspectors report. C. Daniw said the BHA portion was closed but not the Tenant portion is open due. The Fire Department will inspect the tenant unit violations when the restrictions are lifted by the State of CT. M. Colello requested a copy of the report.

NEW BUSINESS: At various points L. Arpin offered guidance regarding the regulations of running a Zoom meeting.

JOURNMENT: By unanimous vote the meeting was adjourned at 8:52pm.