

BRANFORD HOUSING AUTHORITY  
REGULAR MEETING  
Wednesday May 6, 2020  
Meeting was held by Zoom & phone conference  
Branford, Connecticut  
7:00PM  
MINUTES

RECEIVED  
2020 MAY 11 P 1: 22  
TOWN OF BRANFORD  
BRANFORD, CONNECTICUT

Attendance: Commissioners Tacie Lowe, Kate Collins, Dave D'Amelio, Mark Colello, Jerry Mastrangelo  
Property Management Cheryl Daniw  
Consultant Larry Kluetsch

CALL TO ORDER: The meeting was called to order by Tacie Lowe at 7:03 PM

APPROVAL OF MINUTES: April regular meeting K Collins motioned to approve, D. D'Amelio 2<sup>nd</sup>, all approved

RESIDENT ASSOCIATION REPORT: Jamie Kavanaugh was not able to report

TENANT COMMISSIONER REPORT: Dave D'Amelio reported that masks and gloves were provided for all residents. R. Ingraham also brought additional gloves. As well, arrangements for food deliveries were being made. All residents were doing ok.

MANAGEMENT REPORT: C. Daniw gave a reported on 12 topics of covering:  
The Handi Lift Heating: M. Colello will provide C. Daniw with two Electricians to design the specifications to go out to bid based on the Towns approval. Repairs were made to the Handi lifts this past month. Flower donations were made by Vauiso and VanWilgens to be planted at the property and to give out to the tenants made available through the senior center. Tenant Recertifications were extended for individuals that requested more time. Drafted a scope of work for fit up of vacant units for board to bid. Tacie Lowe reported about a meeting she held with Branford Counseling Center, BHCare and C. Daniw to discuss potential applicants and additional support for current residents. COVID-19 preventive measures are still in force and community rooms are closed, multiple donations were received for masks and gloves and provided to the tenants. C. Daniw suggested holding a thank you lunch or coffee and for the volunteers that donated, planted and cooked in the future. The Board approved two lease violations. Large items left in trash areas and grounds were disposed of in the dumpster. Community room bathrooms were repainted. Maintenance work orders continue to be completed. The 90 Minute Emergency light test was completed and report will be sent to the Fire Department. This closes out the Annual Fire Inspection for BHA. The individual tenant fire violations will be reinspected by the Fire Department when the COVID 19 restrictions are lifted.

MANAGEMENT OVERSIGHT REPORT: Kate Collins reported BHA's appreciation of Consultant L. Kluetsch and C. Daniw for the organization and issuance bid forms and scope detail for repairs and renovations to Parkside I and II. L. Kluetsch and M. Colello reported on projects status. It was decided by all Board members that a mandatory Site Inspection will be held on Tuesday May 19<sup>th</sup> between 2 and 4pm; that the bids will be due on Tuesday, May 26<sup>th</sup> by 4pm; that the committee will review the bids on Friday, May 29<sup>th</sup> for presentation at the regular BHA meeting of Wednesday, June 3<sup>rd</sup> for a final decision. The was a motion by M. Colello and a second by K. Collins and a unanimous decision by all members to

contract with Centek Engineering for assessment services for the property. A motion was made by K. Collins and seconded by M. Colello and unanimously agreed to, that an RFP for Architectural services to help BHA meet requirements for state-funded services.

NEW BUSINESS: New Board Member Jerry Mastrangelo was introduced and provided the group with a brief history.

JOURMENT: By unanimous vote the meeting was adjourned at 8:39pm.