

BRANFORD HOUSING AUTHORITY

MINUTES

October 17, 2023 – 4pm

Location - Parkside II - Community Room

3 Block Island Road, Branford

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2023 OCT 25 P 12:52

Kate Collins
BRANFORD TOWN CLERK

1. Call to Order - The meeting was called to order at 4:06 pm

2. Attendance - BHA Board Commissioners: Kate Collins, Dawn Lynch, Andy Wight, Beacon Management: Elly Nunez, Todd Floria

3. Review of Minutes - The minutes of September 19, 2023, were reviewed. Kate Collins made a motion to approve, and Dawn Lynch seconded. The Minutes were approved by all.

4. Selection of Officers – October being the annual meeting for the Branford Housing Authority, the following officers were elected for the 2024 year; Kate Collins nominated Andy Wight for Chair, Dawn Lynch seconded, all were in favor. Dawn Lynch nominated Kate Collins for Treasure, Andy Wight seconded, all were in favor.

5. Financial Report – Kate Collins reported she has been reviewing the financial report for Parkside II for the period ending September 30, 2023. She said the Revenue continued to be positive and show improvement. She reported that there were still issues with the expenses. She drew attention to an entry for the month of an expense to line-item Telephone and Answering Service which was over \$1600.

6. Management Report- Elly Nunez delivered the management report. She said that Maintenance completed 31 Work-Orders, the lift disfunctions needed 26 hours of maintenance, building C needs cameras, and C31 needs deep cleaning. She said Jen Foito was getting Covid tests available for residents who requested them. She also said the parking lot had been repaired and lastly the phone issues were being handled.

7. Resident Issues –Dawn Lynch confirmed that the parking lot was no longer a problem. She said she had been given a list by a member of the Resident Association of issues she was going to address with management.

8. Business – Andy Wight handed out a proposal from Amaya Architects and Engineering Consultants to prepare Construction Documents for full replacement of the lifts at Parkside Village II. The proposal includes Specifications, Bidding Assistance, Construction Administration, and Final Inspections. The total fee for these services will be \$19,580.00, with \$8,000.00 to be paid upon signature of Agreement. Andy Wight made motion that the Board approved the Amaya Proposal in full and direct that a check to Amaya for \$8,000.00 be written from BHA's Parkside II reserve finds to initiate the process for lift replacement. Seconded by Kate Collins. Vote unanimous.

9. The meeting was adjourned at 4:47 pm