

**BRANFORD HOUSING AUTHORITY**  
**Board Meeting 3-18-2025**  
**Meeting Minutes**

RECEIVED  
2025 APR -1 P 2:45  
Mia E. Hackett  
BRANFORD TOWN CLERK

Lori-lynn recorded the meeting minutes.

**Location:** Community Room at 3 Block Island Rd, Branford

**Called to Order:** 3:33 pm

**End Time:** 4:48 pm

**BHA Board Members present:** Nadim Matta (Chair), Jerry Mastrangelo (Vice Chair), Lori-lynn Ross (Secretary)

**Beacon Employees present:** Jenn Foito, Elmar Nunez, John Elliott, Todd Florio.

**Residents present:** Danni A, Lenzy T, Mary M, Terry P, Rhonda B.

**Guests present:** Carolyn S Parkside, Village 2 Community Liaison, Larry Kleutsch (consultant to BHA Board), John Hartwell (District 5 RTM and Ways & Means), Abigail Adams (District 5 RTM), Sharon Hutner (Branford Clean Energy), \_\_\_\_\_

**1- Meeting Minutes**

- Meeting minutes for BHA regular meeting on February 18,2025: motion to approve the minutes was unanimously passed.
- Meeting minutes for our special meeting on March 11, 2025: motion to approve the minutes was unanimously passed.

**2- Resignation of Tenant Commissioner**

● Holly Hackett tendered her resignation from the Board. She did not disclose her reasons for doing this. A motion to accept her resignation was unanimously approved.

Next Steps:

- Lori Lynn will restart the process of electing a new Tenant Commissioner
- Nadim will ensure an appreciation note is sent to Holly.

### **3- Status of Open Action Items**

#### **a) New Lifts & Decking**

- The new lifts are scheduled for delivery on May 13th, In order to prepare for installation excavation needs to be done in about 2 weeks to prepare for installation. (starting at building C). Jen will let residents know about the schedule.
- Todd will follow up with the maintenance company to proceed with procuring a battery charger for one of the lifts (building C) as it is the one where residents suffer the most from lifts not being fully operational.
- Larry will check with Capasso to explore scoping down their proposal, and he will also solicit a proposal from the other structural engineering company in Branford. Larry explained that the assessment budget is high because of the insurance costs of structural engineers, as their assessments carry heavy potential liabilities.

#### **b) Gutter repairs and maintenance;**

- The contractor will come out on April 27th to do repairs outlined in the approved proposal.

#### **c) Treework**

- The tree behind the community room was taken down

#### **d) Utility Usage Study**

- Ebony & Jenn will follow up, now that Holly is no longer working on this.

#### **e) Fire Alarm system**

- Todd reported that this has been sorted out with the Fire Department. There were three alarms since the reprogramming, and there were no issues to report. The fire department is responding to emergency calls.
- Todd is working with "frequent flier tenants to reduce the safety/fire hazards
- Jen will organize a fire drill in June, and will make this an annual practice.

#### **f) Washing Machines**

- New washing machines and dryers will be installed in June

### **g) Security Cameras**

- The biggest expense is getting power sources to where the cameras need to be installed. The bid is for 8 cameras.
- Ellie and Todd are going to get other bids before making a decision. Jerry and Nadim will share potential service providers.

### **h) Community Room Upgrade:**

- The Beacon team has offered to repair, paint and redo the kitchen.
- John Hartwell has offered a computer as well as helping us to raise money.
- Carolyn Sires is working outside the PV2 community to help with donations.
- John will make sure that residents have wifi access in the community room.
- We agreed to complete the upgrades by May 15th, with Lori-Lynn coordinating all the activities

### **i) Petty Cash**

- The proposed procedure needs to be simplified. Bonnie will follow up on this when she is back from vacation.

### **4) Tenant Commissioner Report:**

- Lori-lynn Ross is filling in until a new Tenant Commissioner is voted in
- On March 11th we had water pressure loss through the complex before returning to normal later.
- Unregistered cars in needed parking spaces are still an issue.
- Ongoing water leak issues in Building C were reported February 14th. Plan for pack out and resident relocation needed to properly access old and new leaks.
- Inspection of all water heaters will continue. Todd assured everyone that the current boilers meet building code requirements.
- John Elliott is going to reach out to maintenance and coordinate with Lori-lynn and a few members of the garden club as to the location of the raised garden beds that will be done.

### **4. Management Report:**

- Spring landscaping clean up was done.
- Jenn will be going out with a couple of residents for flower therapy planting.

- The residents gathered for a corn beef lunch.
- The easter bunny will be coming in a few weeks.
- Jen will be working with Lori-lynn on the community room upgrades.
- Jen is getting another Amazon pickup load and will be distributing the items between Parkside Village and Shoreline Grove depending on the residents' needs.
- New resident moving in April 1st into building B. The other vacant unit is still pending as there is no next of kin.
- Flyers are being distributed about lifts to residents.
- Ebony is making progress on concessions for rent changes.
- Notice went out about recertifications and paperwork being due April 1st.
- Ryan from Clean Energy will begin the pilot for energy efficiency assessments next week,

## **5. Financial Report**

- As the Treasurer was not in attendance, we will do a 2-month review at the next Board meeting.

## **6. All other matters**

- On 3/11/25 Shirley McCarthy and Ivy Bigelow from the Town Forest Commission, Abigail Adams, Nadim Matta, Lori-lynn Ross and Larry Kleutsch walked the Parkside Village 2's entryway to path. The replanting of some trees and the relocation of boulders were discussed. Larry will reach out to see if Beacon Development will take care of this. If they cannot, Shirley will explore possible help from the town.
- Nadim reported that the First Selectman is open to the possibility of using the edge of the baseball field as a flood evacuation route for PV2. This may help us meet a FEMA requirement that will make PV2 eligible for major CHFA capital improvement grants.
- Carolyn Sires shared that she is now a State Licensed to work with Health and Human and Human Services and CMS for waste and abuse of medicare and/or medicaid medical billing fraud. She works with the insured to help with any questions on their bills. She can also help with any service dog questions and/or issues. Jen will post this information so PV2 residents can take advantage of this free service.
- John Informed everyone that Ellie will be leaving to take a job closer to her home. John and others expressed their thanks to Ellie and wished her luck in the new job.