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BRANFORD TOWN CLERK

BRANFORD HOUSING AUTHORITY
Board Meeting 4-22-2025
Meeting Minutes

Lori-lynn recorded the meeting minutes.

Location: Community Room at 3 Block Island Rd, Branford

Called to Order: 3:42 pm

End Time: 4:35 pm

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

Beacon Employees present: Jenn Foito, Ebony Dennis-Barnes, John Elliott, Jonathon Kopylec.

Residents present: Lenzy T, Mary M, Terry P, Rhonda B. Carrie R

Guests present: Carolyn S Parkside, Sharon Hutner (Branford Clean Energy),

1- Minutes of previous meeting

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

2- Status of Open Action Items:

New Tenant Commissioner

- Dani Ardolino submitted a letter of interest to Jamie Cosgrove.
- Lori-lynn Ross has contacted The League Of The League Of Women Voters to oversee the voting on Friday, May 23rd from 11-2.

New Lifts & Decking

- Notice of work date being started on Monday, April 28th with work time to start at 7:00 a.m. and ongoing for several months.
- Application to CHFA to see if emergency access through the park could be used to meet CHFA guidelines related to state investments in properties in flood zones..

Gutter repairs and maintenance;

- Initial quote did not reflect the extent of repairs needed and is being reevaluated.
- Ebony will follow up.

Utility Usage Study

- Ebony is working with Sharon on this.

Fire Alarm system

- Jenn has scheduled a fire drill with the resident for May 5th.

Washing Machines

- The contract was canceled. Ebony is in touch with the vendor to have machines removed and a new vendor in place for new machines.

Security Cameras

- Ebony is looking for the proposal in Todd's absence.

Community Room Upgrade:

- Residents were given the password for community room wifi.
- Lori and Bonnie are working to set up an account (link) with Terry to add to the BIIA Website for donations.
- Lori to follow up with Terry

3) Tenant Commissioner Report: (Lori-lynn)

- Dani Ardolino has put in her letter of interest to Jamie Cosgrove. There are no other tenants that have come forward. Tenants are very excited to have her represent us.
- Unregistered cars still taking up spaces.
- Cleaning and clearing of walkways (especially building C)
- There is serious concern about outdated, repurposed water heaters that (especially on 2nd floor units) need code required shut off valves.
- *We ask that units be inspected for water heater conditions and code violations.*
- Status of available units
- Spring is here and our garden club is ready for our raised garden beds (thank you John Elliott)
- The lifts have a tentative date of arrival of around May13 and they'll begin installation on the first one that week. Notice of work, working hours and any tenant restrictions notices will be posted (Jenn is going to work with me to have this all go as smoothly and safely for residents).

Other Action Items:

- 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:

- Amazon truck delivery was successful.
- New resident moved in on April 1st. We are still in legal for B22 concerning probate issues.
- There has been a change in maintenance as of April 4th. We are currently interviewing for a new maintenance supervisor.
- Most of the concessions are done. Working with the accounting department to ensure the ledgers are clean and reflect credits.

- Notices went out for recerts. Management is ready to schedule interviews for May. If a resident prefers a specific day and time let Ebony know directly.
- The tree work in the back is resolved.
- Gutter work has been halted. We are in the process of getting more quotes. The company "The Gutter Guys" tried to charge more money while adding things to the work order. Maintenance asked them to stop and send in a quote for the new work. The quote seemed high. Jonathon is sending more quotes from other companies.
- Ryan from New England Smart Energy group was on site to complete his assessments. He is requesting some more information for dimensions when we receive the new quote.
- The notarized document is going out to CSC to terminate the contract for the washing machines. We should be all set to start our new venture with Automatic Laundry beginning June 1st.

5. Financial Report;

- Rent roll reflects \$11,000.00 with audit adjustment and tenant adjustment made. Income statement on point with rent on budget. Snow removal was high but ongoing issues have been resolved.

6. All other matters

- Foot access to Foote Park via fence line along the soccer field was brought up by a tenant.
- It was announced that Beacon Communities is way over budget and will not be replanting trees along the path made from Shoreline Grove (Parkside Village 1 at the time). There was pushback from this announcement as the community was told repair to the landscaping or any other damage from drainage dig would be taken care of. The bond to cover repairs was provided to ensure that this would be covered. John Elliott will reach out to Emily (Beacon Development) to help facilitate that we can come to some sort of an agreement that will satisfy all parties.