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BRANFORD HOUSING AUTHORITY

Board Meeting 5-20-2025

Meeting Minutes

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BRANFORD TOWN CLERK

Lori-lynn recorded the meeting minutes.

Location: Community Room at 3 Block Island Rd, Branford

Called to Order: 3:34 pm

End Time: 4:35 pm

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

Beacon Employees present: John Elliott, Jonathon Kopylec.

Residents present; Dani A., Rhonda B., Mary M., Terry P., Lenzy T.

Guests present; Sharon Hutner, (Branford Clean Energy). Carolyn Sires, (PVII
Community Liaison), Abigail Adams (RTM member, district 5), John Hartwell (RTM
member, district 5)

1- Minutes of previous meeting:

- Meeting minutes for BHA regular meeting on April 22, 2025: motion to approve the minutes was unanimously passed.

2- Status of Open Action Items:

A) **New Tenant Commissioner;** Voting is set for Friday, May 23rd from 11-2.
Elsie from League Of Women Voters will be collecting ballots and certifying the
election.

B) New Lifts and Decking: The excavation done along with the pouring of cement for the lifts in all 3 buildings. The lifts are currently being constructed starting with Building A. The lift in building C will be used for storage and was met with approval from the tenants.

C) Gutters: Jonathan is still getting quotes.

D) Utility Efficiency Work; Sharon said the letter of agreement was just issued. Appointments with residents will start in June with Ryan and Jenn assisting. There are also energy efficient upgrades and appliance incentives. **(Jenn and Ebony)**

E) Fire Alarm: Jenn conducted a fire alarm drill. (Jenn to speak to this at the next meeting and have a secure plan for residents.)

F) Washing Machines and Dryers: Jonathan is going to ensure existing machines are removed and new ones installed so that there will be no gap in time without machines. **(Ebony and Jonathon)**

G) Security Cameras: Ebony is looking for proposals.

H) Community Room Upgrades: Jonathan has the kitchen cabinets arriving next week and will begin repairs and painting. A link will be added to our BHA website for donations. Lori-lynn is looking into other easier options for fundraising and community outreach.

3) Update on conversations with CHFA on possibilities for investing in the property:

Jamie Cosgrove is open to the idea of reinforcing the edge of the ballfield to be used by emergency evacuation trucks in case of a severe flood. There is currently a bill at the Capital that restricts investment in flood zones.

4) Tenant Survey: Nadim is putting together a survey to be distributed to the residents. A plan will be put in place for each resident to fill out anonymously and a survey to be put in a sealed envelope to be placed in a secure box that will be turned over to BHA. **(Nadim, John and Larry)**

5) Tenant Commissioner Report: (Lori-lynn)

- **Cars:** All cars in parking spaces are all currently registered and insured. We ask that Management enforce residents who do not use assigned spaces but rather use the two spaces at the end of the driveway regularly. This space needs to be used by visiting medical professionals and vendors for lift repairs. **(Ebony and Jenn)**
- **Regular Cleaning and Maintenance:** Cleaning of the community room, common areas and back hallways needs to be done and a system in place for regular cleaning and garbage removal. We ask that clearing of front walkways and back hallways be done. (this has not been done for over two years). We ask that the community room, all common areas to include front walkways and back hallways clear of personal property and cleaned on a regular basis. We ask that management enforce clearing and cleaning of walkways. Clearing and cleaning of all back hallways and stairwells to the second floor. **(Jenn and Jonathon)**

- **Washing machines and dryers:** We are down to one washing machine and the vendor is not repairing because our contract has been cancelled. Both John and Jonathon assured us that they will work to have the new machines installed asap with no lapse for use. Jonathan and Ebony will be getting the dates set for the removal of old and placement of new washing machines and dryers. **(Jonathon, Ebony, Jenn and John)**

- **Hot Water Heaters:** There is still serious concern about outdated, repurposed water heaters that may or may not be up to code. We ask that water heaters be inspected to ensure life expectancy and/or are all up to code (especially 2nd floor units). * New inspection needs to be done and recorded installation dates and code enforcement. Jonathan will have a list of water heater inspections for the next meeting. **(Jenn, Ebony and Jonathon)**

- **Screens and Windows:** Some tenants are still waiting for screens and repairs. There are also some windows that need assistance to get open or repaired. Jonathan asks that residents call in their needs. A flyer will be distributed and posted for residents to check and call in needs as soon as possible) **(Jenn and Jonathon)**

Send out notices to residents asking them the status/need for screens, windows and air conditioning. Access and get their needs done within a timely manner. (weather and construction impacts greatly) **(Jenn, Ebony and Jonathon).**

- **Additional Landscaping;** Residents have been maintaining the landscape for years at building C. We ask that landscaping to include the back hill area (building C). **(Ebony and Jonathon)**

- **Mosquito and Tick Control:** We are seeing a big increase in mosquito and ticks. We want to be sure that care is done to include the control to be child, pet and watershed safe. Jonathan is going to contact the company he uses to get a quote and care done as soon as possible. **(Jonathon and Ebony)**

- **Garden Beds**- Jonathan is building 3 raised garden beds this weekend and will be bringing them next week (week of May 26th). There will be one garden bed for each building.

- **Resident safety concerns**; We have a serious and ongoing issue with one resident in particular. He has been a problem since his tenancy with many neighbors. He is active in his drinking that begins in the morning and continues throughout the day. He is crude, obnoxious and spiteful to those in his path and has had prior lease violations. With better weather comes residents out and about and several have come to me (Lori-lynn) in these past few weeks with independent conflicts that need immediate attention. We are asking that management review complaints, lease violations and calls to the Branford Police Department. Residents request active support and a plan be put in place for us to have a safer, more peaceful community.
(Lori-lynn, Ebony, Jenn and John)

- **Parking Sign on Block Island Road**: Replace sign on Block Island Road to say "Guest Parking". (Jonathon) Parking signs in our parking areas need to be put up to say "Tenant Parking Only".

6) Management Report: (John Elliott)

- Maintenance and Lori-lynn are working on the design and location of three raised planter beds. Jonathan has ordered the new kitchen cabinets and will continue to repair and paint. He is also working with their flooring guys to get prices for the community room.
- Unit B-22 is still in legal probate and vacant.
- All concessions are done. All ledgers are clean and reflect credits.
- Notice of recertifications went out to residents. Management is working to meet each resident's individual needs and concerns.
- Gutterwork has been halted until further quotes for unexpected repairs are in.
- Sharon Hutner followed up with an energy quote.
- A new maintenance supervisor has just been hired, with a possible start date of June 2nd and will be splitting his time according to BHA's funded maintenance contract (approximately 38% of his time to Parkside Village II).
- The notarized document to cancel the CSC contract for the washing machines has gone out. Automatic Laundry has sent the contract to management for maintenance and upper management approve and sign.

7) Financial Report: (Nadim)

- Nadim expressed questions regarding April's over spending on salaries with Ebony not being employed full time for months and Todd no longer employed. Bonnie will be following up with Logan. John did mention that payouts for sick and/or vacation time could be a part of this expense but either way Bonnie will follow up with Logan. Review of last three months of financials to be discussed at the next meeting. **(Bonnie)**

8) All Other Matters:

- Abigail Adams asked about the walk through she/we (Shirley McCarthy, Bfd Forestation Committee, Ivy Bigelow, Chair of the Bfd Forest Commission, Larry Kluetsch, Kluetsch Consulting) had on March 10th, 2025. We discussed damages and what could be done to remedy some reforestation, natural safety borders (rock placement) to safely allow ballfield attendees and community access/ separation of sights. We discussed the planting of two sets of three trees, filling of very large and deep pooling of water and the filling and reseeding of the grass behind building C. Abigail was not present at our last meeting where it was announced that Beacon Communities is way over budget and will not be doing any further work. Nadim did share that John Elliott and he are working with Emily to see what can be worked out but reiterated that Beacon Communities has no legal responsibility to do any more. John Elliott and Nadim will be working to find an agreeable solution. Lori-lynn to follow up with an email that will bring together Ebony, Jonathan, Nadim, John, Abigail so that we can all be on the same page to expedite a solution while we have the Spring weather and active community at hand.
- It was announced that BHA is reviewing bids from other property management companies for management possibilities.