

RECEIVED

DEC 15 REC'D

BRANFORD TOWN CLERK

Branford Housing Authority  
Regular Meeting Rescheduled  
December 16, 2020 7:00 PM

Call to order

Approval of minutes from 10/7/2020 and special meeting 11/17/2020

Tenant Commissioner's report

Resident Organization Report

Management Report

Old Business

Election of Tenant Commissioner Results

Election of Officers

Budget approvals

New Business

Public Comment (5 Minutes)

Adjourn

**Beacon Residential Management LP**  
**Management Report for Branford Housing Authority**  
**Parkside Village I and II**  
**Nov-20**


**COVID-19** Safety protocols remain a high priority. Office staff and residents are required to wear masks and a supply of PPE is maintained at both management offices. The Maintenance Team continues to disinfect and sanitize all common areas on a daily basis. Lastly, residents have been strongly urged to notify management if they contract COVID-19 so we can take appropriate measures to mitigate potential transmission. We are not aware of any positive test results for COVID-19.

**Office Administration** ERAP Payment: received check (payment 1 of 2) from DOH on 11/20/2020

RSC Grant: The RSC Payment Requisition was submitted to DOH on 10/1. We are still waiting for payment. Follow-up emails sent to DOH regarding payment status.

Rent Balance Notices: sent to residents on 11/13

The Tenant Commissioner election was held on 11/30/2020. The election was monitored and certified by The League of Women Voters. Evelyn (Paula) Humphrey won the Tenant Commissioner seat and all residents were notified of the results on 12/1/2020.

<b>Leasing</b>	<b>November / December Occupancy Summary</b>		 MAI STEPHEN BRANFORD TOWN CLERK 2020 DEC 15 A 10:26 RECEIVED
	<b>As of: 12/8/2020</b>		
	<b>PS I</b>	<b>PS II</b>	
% Occupied	72.00%	93.00%	
% Leased	72.00%	95.00%	
# of Vacants	14	2	
Monthly Move-ins for: 11/1/20 - 12/8/20:	0	2	
Additional Monthly Move-ins scheduled for Dec.:	1 scheduled for 12/28/20	1 scheduled for 12/16/20	
Leasing Plan for January	2-3 move-ins by 1/31/2020	Final vacancy to be occupied by 1/31/2020	
On Notice	0	1	
Other Leasing Notes	Waitlist Update in Process		

**Community Engagement/Resident Services** Holiday Wish List: RSC asked all residents to provide a Holiday wish list consisting of 5 items they would like to receive. She has partnered with local agencies that will donate gifts based on the resident's wish list.

Secret Santa Resident Engagement Event: RSC coordinated a Secret Santa event for residents to participate in. The gift minimum is just \$5 and provides them with an opportunity to enjoy the holiday on a community based level in a safe and healthy manner.

Visits from Santa and his Elves: the Management/Maintenance Team is planning to dress up as holiday characters and deliver gifts to all residents - another great idea from the RSC. She was able to get a surplus of gifts from her network of social service connections.

Anthem Seminar: outdoor presentation for residents held on 11/11/20

Food Delivery: next delivery scheduled for 12/11/20

Flu Clinic: RSC coordinated appointments for residents to get flu shots at the East Shore Health Department (11/16/20 & 11/30/20)

File for Life Magnet: RSC is working with residents to ensure they have up-to-date medical information on their Life Magnets. These are used by paramedics should life saving efforts become necessary.

**Maintenance** The new Maintenance Technician (Joe) is off to a great start.

Maintenance team is working on finalizing turnovers for the apartments with upcoming move-ins (listed above).

Emergency work orders: 0

**Development** General Information Notices (GIN) were distributed to all households during November. This packet was created by the Development Dept. and provides information regarding the planned renovation of Parkside I.