

**MINUTES**  
**Housing Authority of the Town of Darien**  
**Tuesday, October 27, 2015**

The Regular Meeting of the Commissioners of the Housing Authority of the Town of Darien was held on Tuesday October 27, 2015, at The Heights at Darien Community Room located 24 Allen O'Neill Drive, Darien. The meeting was called to order at 6:30pm.

Present were Commissioners Jan Raymond, Joe Warren, Lorraine Golino, Peter Bigelow, and tenant commissioner Jane Matthews. Also present were Nichole Jefferson, Property Manager and Co-developer Todd McClutchy.

**AON Association:** No Report

**Senior Resident Association:** No Report

**Minutes:** Minutes from September 22, 2015 were submitted and reviewed. Joe Warren motioned to accept the minutes as presented and Peter Bigelow seconded. All agreed.

**Paid Bill Reports:** Paid Bills for E187 September and October 2015, (thru 10/26) were reviewed and accepted as submitted by a motion from Joe Warren and seconded by Jane Matthews. All agreed.

**E-187 Quarterly Report:** Minutes from September 22, 2015 were submitted and reviewed. Joe Warren motioned to accept the minutes as presented and Peter Bigelow seconded. All agreed.

**Directors Report: (OTHH)** – Nichole Jefferson reported one vacancy at OTHH. The unit will not be released and the waiting list will remain closed until after the redevelopment.

**(Heights)** - Nichole Jefferson reported one (1) vacancy and one (1) anticipated vacancy at the Heights. Two waiting list applicants are being interviewed for tenancy. Nichole Jefferson also reported the waiting list remains open for one (1) bedroom, two (2) bedroom and three (3) bedroom 60% income tier units. All other income tier waiting lists remain closed.

**216-218 West Avenue Update:** Todd McClutchy presented the first requisition for the 216 & 218 West Avenue renovations. The requisition is for \$81,100 minus retainage fee of \$4,075 for a net balance of \$77,025. Peter Bigelow motioned to authorize the transfer of the retainage fee and net balance totaling \$81,100 to the appropriate fund. There was a discussion regarding installing fencing or a hedge at 216 & 218 West Avenue. Todd McClutchy reported that he will get pricing information and report to the commission. All agreed.

**OTHH Redevelopment Update:** Jan Raymond reported there will be a preliminary public informational meeting with P&Z on November 10, 2015. Todd McClutchy reported a preliminary timeline of events calendar as follows:

11/10 Informal preliminary public meeting with P&Z, collect feedback.

11/15 Schedule resident meeting and collect comments. Obtain abutters list, notify neighbors and collect comments. P&Z submission should be available for review internally by mid November as well.

12/15 Submission to P&Z in order to be heard January continuing into February.

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**New Business:** No Report

**Old Business:** No Report

Joe Warren moves to adjourn public session and enter into Executive Session for the purpose of the discussion of personnel, contractual and tenant issues. Peter Bigelow seconds the motion. Meeting was adjourned at 7:25p.m.