

**MINUTES**  
**Housing Authority of the Town of Darien**  
**Tuesday, February 25, 2014**

The Regular Meeting of the Commissioners of the Housing Authority of the Town of Darien was called to order at 6:30 p.m. on Tuesday, February 25, 2014 in the Community Room at The Heights, 24 Allen O'Neill Drive, Darien, CT.

Present were Commissioners Jan Raymond, Cyndy Ashburne, Peter Bigelow, and Allen Delaney. Also present were Property Manager, Nichole Jefferson and Co-Developer Arthur Anderson and Todd McClutchy. Absent was Commissioner Joe Warren.

**Minutes:** A correction to the Minutes from November 26, 2013 was noted. Peter Bigelow motioned to accept the November 26, 2013 as edited. Minutes to the January 28, 2014 were not available for this meeting.

**Paid Bills Reports** – AON Development for January and for February 1-21, were accepted on a motion from Peter Bigelow. E187 - An explanation was requested on the price difference for renovations to an efficiency unit versus a one bedroom unit. Peter Bigelow motioned to accept the Paid Bills for E187 as presented.

Cyndy Ashburne inquired if Joe Strate hours worked at OTHH. Arthur Anderson explained that the time sheets itemize the hours worked on OTHH matters. A report will be generated to determine a fair division of the payroll expense.

Allen Delaney requested information on past inspections, and the procedure for service work orders. All requests for repairs are required to be reported the office and a work order is completed.

**Property Manager Report:**

**OTHH**

OTHH residents recertification has begun. To date, (25) recertifications have been completed. Residents will be signing the new lease upon renewal. The Waiting List is closed, and we do not have an anticipated opening date.

**Heights**

The recertification of the Heights residents has also begun. We have leased one unit in Phase III and anticipate leasing an additional (6) by the end of the week. At this time, the Waiting List is closed, and we do not have an anticipated opening date.

**E187 QUARTERLY REPORT** - Peter Bigelow, Treasurer, reviewed the report and found that all account balances reconcile with our records.

**REDEVELOPMENT:** Todd McClutchy reported that there are still Phase III buildings waiting for electrical power, and for paving to be completed.

Jan Raymond reported that the photos of the history at The Heights are ready to be hung on the wall in the Community Building at the Heights. .

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**OTHH RFQ:** Jan Raymond reported that we received (8) requests for the RFQ. Only one formal response was received. Commissioners were asked to review and score the response. Scoring provides an understanding of the company's qualifications, and ensures that they meet requirements to move forward. Jan Raymond asked that results be ready for our next meeting. Jan also requested the preparation of a general development agreement. It was noted that the RFQ needs to be reviewed by the Commissioners before a development agreement is prepared. A special meeting will be scheduled for March 11, 2014 to discuss the scoring of the RFQ.

On a request by Jan Raymond, the regular meeting which is scheduled to be held on March 25, 2014 will be cancelled due to a lack of a quorum, and rescheduled as a Special Meeting for April 1, 2014 at 6:30 p.m.

**AON Association:** No report

**OTHH Resident Association:** Arden Broecking introduced herself as President of the newly formed senior resident association, along with Anne Boyle, as the Vice President. Also present was Anne Fitzpatrick, an OTHH resident. Arden expressed concerns regarding the signing of the revised lease. Peter Bigelow assured her that it was necessary to revise the lease, and it will be necessary for all residents to sign. She also requested that the ice melt buckets be maintained so that they are full at all times. Another concern is the uneven sidewalks, which were lifted by the cold weather. Arden suggested that cones be placed to identify the problem areas. Nichole assured that this will be addressed. Discussion of spring planting in the beds was held. Tenants should plant flowers not vegetables. Anne Fitzpatrick asked if the April 11<sup>th</sup> Special Meeting was a public session. Jan Raymond explained that since the meeting will be held to discuss contractual matters, that meeting will be in Executive Session.

**Old Business:** None

**New Business:** Arthur Anderson suggested it might be best to have the Heights Tenant Association report moved to the beginning of the Agenda. Cyndy Ashburne asked how many units at The Heights are currently leased and occupied. Arthur Anderson reported there are (58) leased units. Courtney Haidinger, an RTM member of the P&Z committee, asked the number of returning AON families. Arthur reported that all AON tenants were promised a unit, and approximately (38) households out of (41) have or will be returning as residents of the Heights.

The Public Session was adjourned by a motion from Peter Bigelow, and Commissioners entered into Executive Session. With no business to be conducted after Executive Session, the public meeting was adjourned at 7:45 p.m.