

## MINUTES

### Housing Authority of the Town of Darien

Tuesday, May 27, 2014

The regular meeting of the Commissioners of the Town of Darien was called to order 6:30 p.m. in the Community Building at The Heights, 24 Allen O'Neill Drive.

Present were Commissioners, Jan Raymond, Allen Delany, and Lorraine Golino, Property Manager, Nichole Jefferson, Co-Developers Arthur Anderson and John McClutchy.

Jan Raymond introduced our new Commissioner, Lorraine Golino . Lorraine has lived in Darien for 21 years, and is an attorney with a background in landlord-tenant law.

AON Association: No Report. Arthur Anderson meets with their representatives prior to the meeting to review any issues.

Senior Resident Association: Arden Broecking, President, requests that the posted notices on the back of the door in each unit that refer to emergency procedures, needs to be updated. She also requested that the emergency pull line located in each unit, be connected to 911. Arthur stated that it requires a telephone line and each tenant would be the responsible for the cost. Window washing has been contracted.

It was brought to the attention of the board, that the flag pole at OTHH should be lite. Jan contact Phil Kraft of Monuments and Ceremonies, his position is that the flag does not require direct lighting since it is never in the dark due to the street lighting. If a person is particularly concerned, he invites them to take down the flag at night, and replace it at daylight.

The outdoor lighting that needed repair was completed.

The report of bees at OTHH has been assessed by Aavon Pest control. Aavon determined that the bees are not carpenter bees and spraying is not necessary at this time.

The June meeting of the commissioners will be rescheduled as a Special Meeting to be held on Wednesday, June 25, 2014 in the Community Room at 719 Post Road. Prior to this meeting, Arthur Anderson and John McClutchy will meet with the residents of OTHH for the purpose of discussion on the redevelopment of OTHH.

A notice will be sent to the residents to explain the purpose of the meeting. The tenant meeting will begin at 5:45 p.m. followed by the commissioners meeting at 6:30 p.m.

Minutes to January 28, February 25, April 1, and April 22, 2014 were accepted on a motion by Allen Delaney and seconded by Jan Raymond.

Allen Delaney questioned the legal fees paid in May. It was explained that the cost was due to the writing of the new lease and the rules and regulations. Paid Bills Reports for April, 2014 and May, 2014 thru May 27<sup>th</sup> were accepted as submitted by a motion from Jan Raymond and seconded by Allen Delaney.

Property Manager – OTHH – all leases have been signed by the residents. There is one anticipated transfer. An estimate of \$600.00 has been submitted by our landscaper to purchase and plant shrubs to conceal the outdoor condensing units. Allen reported that there are (2) dead trees that need to be removed. We will request an estimate to replace these trees along with the new shrubs. Also, there was (1) range that needed to be replaced.

The vacant units at OTHH need to be assessed as to cost of a partial renovation. Until the decision has been made, renovation of the unit is on hold. We will gather an estimate of the least amount of work needed to have these vacant units in rentable shape. Waiting List for OTHH remains closed.

The tree in the front lawn of 218 West Ave. was not able to be saved. Therefore, the tree was cut down and all debris was removed.

New Business: None

There was a discussion regarding the Resident Commissioner election, which was followed by statements that outlined next steps required.

The next step is to advise the residents of this procedure and the election. Arthur stated he would have the letter written, produce the forms and bring them to the next Commissioners meeting for approval then distributed. The file which included all the forms and statutes for the election was given to Arthur Anderson for his review.

Jan Raymond attended the second meeting of the Affordable Housing Trust Fund. This fund has been set up to invest in affordable housing projects, generally pre-existing. The fund has a balance of \$360,000.00. Their discussion was based their approach to advance the number of affordable housing. The fund does not expect additional monies due to P&Z nor does it anticipate accepting payments from developments in lieu of developing affordable units. Jan asked if the fund would accept an application from Darien Housing Authority. John McClutchy states that the Housing Authority can develop mixed income units, which can leverage the dollar. Their next meeting is in September. John McClutchy suggested he would put together a summary to explain how the Housing Authority can be used to achieve their goals in developing affordable housing.

216 - 218 West Ave. - Arthur Anderson reported that he needed written permission from DOH, to begin construction of the improvements prior to closing on the \$200,000.00 grant. Todd McClutchy will request to have this determination in writing. Arthur suggested the use of DHA funds to begin the improvement. The interior improvements to 216 West, which is occupied, will be minimal, but the exterior will be improved to resemble The Heights. 218 West will be renovated to include 1 bedroom with 1.5 baths on the first floor, and 2 bedrooms on the second floor, without a dormer. John states that this needs approval of P&Z. Arthur suggested to use the funds of Darien Housing Authority to begin the construction, with the understanding that they will be reimbursed. This agreement would be pending the approval of the DOH. Arthur will prepare the necessary documents.

We received an approval for a certificate from DOH for the Renter's Assistance Program (RAP) for the residents of 216 West Avenue. We are in the process of completing the application. The RAP will allow a maximum monthly rent charge of \$1,090.00. The RAP certificate stays with the property, and needs to be recertified annually. Nichole was authorized to sign for the RAP application.

Redevelopment - Ribbon Cutting will be held on July 1<sup>st</sup> and Governor Malloy has agreed to attend along with Senator Blumenthal, Congressman Himes, Citi Bank and The Richmond Group, the investors for The Heights.

Ed Schmidt suggested all emails be copied to include Patti Santorella, in order to have emails identified as official documents of the Darien Housing Authority, in the event of a FOI request. This procedure is being adapted by all Darien departments.

Allen Delaney moves to adjourn public session and enter into Executive Session for the purpose of the discussion of contractual issues. Jan Raymond seconds the motion. Meeting adjourned at 8:00 p.m.