

MINUTES  
Housing Authority of the Town of Darien  
March 26, 2013

A Special Meeting of the Commissioners of the Housing Authority of the Town of Darien was called to order at 6:30 p.m. on Tuesday, March 26, 2013 in Room B-1 of the Darien Town Hall.

Present were Commissioners Jan Raymond, Cyndy Ashburne, Joe Warren and Peter Bigelow, and Property Manager Ford Gardner. Also present were Arthur Anderson, John McClutchy and Todd McClutchy.

Minutes from the Regular Meeting of February 26, 2013 are under review. Acceptance of the Minutes was tabled until the April meeting by a motion from Joe Warren.

Paid Bills Reports - Joe Warren asked if there was any information regarding the payment to Aquarion Water Company for the replacement of a water meter. Ford Gardner explained that the payment had been made from the E187 account in error. The payment should have been made from the AON Development account since the water meter was replaced at 230 West Ave. On a motion from Joe Warren, the Paid Bill Reports were accepted as submitted.

Property Manager Report - Imagineers has agreed to have Kathy Molgano prepare the E187 budget for the fiscal year 2013-2014, along with the quarterly report for March 31, 2013.

Recently ADT received a false fire alarm from OTHH. ADT reported that even though the equipment has been replaced, the wiring is original. All apartments have smoke alarms, but no sprinklers. The emergency cords in each apartment are not connected to an emergency service. It was agreed that emergency calls not fire-related should be made to 911.

An inquiry was received by the DHA from a Mary Kay representative requesting information on renting the Community Room at OTHH. In the past, the rental rent was \$40.00 per meeting. It was agreed that the revenue from the rental would help in deferring the cost of various events or parties held by the Seniors. More information will be provided at the April meeting.

There is a great deal of rocky soil at the site, which could possibly affect the first moves scheduled into The Heights. As of March 27<sup>th</sup>, all returning tenants will have had their certification interview scheduled.

Thirteen of the new applicants have returned their formal applications for The Heights. The applications included a \$35.00 fee to perform a background and credit check. Another attempt will be made to contact those that did not respond. If there is still no response, those people will be removed from consideration.

Ford Gardner investigated the cost of "work" cell phone. Verizon offers a phone free of charge, and a plan that would cost approximately \$35-\$50. It was agreed that Ford would go forward with activating a new cell phone.

Marketing Plan for Old Town Hall Houses - Matt Anderson is preparing an Affirmative Fair Housing Marketing Plan ("AFHMP") which must be submitted and approved before the Senior Waiting List can open. The responses from the purge letters sent to the existing Waiting List names have been processed. Currently the Waiting List placement is determined by points based on need. Arthur Anderson stated that there are two options for the tenant selection policy - the point system and the lottery system. Jan Raymond tabled the discussion of the tenant selection policy, and asked that it be placed on the agenda for the next meeting.

Redevelopment Update - Arthur Anderson presented a census consisting of occupancy dates, building numbers, unit numbers, returning tenant unit assignments and units available to new applicants. To date, applicants have not been notified of their status on the waiting list. A letter will be drafted to notify applicants of their priority numbers.

Jan Raymond asked about the postal addresses that will be assigned to unit. It was explained that the Building number and unit number will be used, and all street addresses will be on Allen-O'Neill Drive. The Post Office defines The Heights as one project, even if a building is located on Noroton Avenue or Elm Street.

Todd McClutchy reported that construction is on schedule. There will be (15) buildings completed by July 1<sup>st</sup>, for a total of 58 units. The Planning and Zoning Department and the Building Department visited the site to review the landscaping plan. John McClutchy reported that everyone that has visited the site has commented that the project is quite impressive. Landscaping will begin once final approved is received and weather permits.

Allen-O'Neill Association - The question was raised if the returning tenants would be able to see their new apartments prior moving. A "live" viewing would be preferable to many. A scaled floor plan with possible furniture arrangements is online. It is required that the site is safe before non-construction personnel can be allowed on the property.

Senior Association - No Report

The DHA was instructed by the Darien Town Clerk that Old Business and New Business cannot be included on the agenda of a Special Meeting unless specifics are provided as to subjects that are to be discussed.

Joe Warren moved to adjourn the Public Session and move into Executive Session for the purpose of discussing resident issues. The meeting was adjourned at 8:20 p.m.