

MINUTES
Housing Authority of the Town of Darien
April 23, 2013

A Regular Meeting of the Commissioners of the Housing Authority of the Town of Darien was called to order at 7:30 p.m. on Tuesday, April 23, 2013 in Room B-1 of the Darien Town Hall.

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

The Minutes from the regular meeting of January 22, 2013, the regular meeting of February 26, 2013 and the regular meeting of March 26, 2013 were accepted as submitted on a motion by Joe Warren. Without objection, the Minutes were approved.

Paid Bills Reports - The Paid Bills Reports were accepted as submitted by a motion from Joe Warren. The Paid Bills through April 20 were accepted as submitted by a motion by Joe Warren.

Executive Director Report - Ford has contracted a cell phone for after-hours calls. His cell number will be distributed to the tenants at Old Town Hall Houses and The Heights. The office answering machine will be updated to include his new cell number. Once the office is relocated to The Heights, all after-hours calls will be answered by an answering service which will forward any emergency request to the appropriate party.

The Heights - Currently, eleven (11) leases for The Heights have been signed. Of all returning tenants who are assigned to buildings that have received a Temporary Certificate of Occupancy, only two (2) need to have their files reviewed for approval. Their files should be finalized by the end of the week. Coordination of the move dates has been maintained. The first returning tenant is schedule to move Wednesday, April 24. Of the returning households, there are only six (6) files yet to be completed. Each of the incomplete files requires only one or two documents to be complete. Ford expects that all files will be approved and tenants will be ready to move once the buildings are in service.

Budget for E187 - Arthur Anderson explained that the E187 Budget for 2013-2014 was prepared by Kathy Molgano. The primary difference between this year's and last year's figures is the salary for the Executive Director, which no longer applies. He also explained that the Management fee noted in the Budget in the amount of \$30,000 will be used to offset the cost of the preparation of quarterly and financial reports. Imagineers has requested to have Kathy Molgano continue with the preparation of such reports. The balance of the management fee will be will be distributed to Imagineers and to offset the salary of Property Manager Ford Gardner.

Jan Raymond asked about the responsibilities of Imagineers and the DHA regarding the financial tasks related to E187. Arthur explained that Kathy Molgano will represent the accounting department of the Darien Housing Authority and report directly to Kathy Wallace, manager of Rental Accounting at Imagineers. Together Kathy Molgano and Kathy Wallace will prepare an accounting plan which will be acceptable to both Imagineers and the DHA.

The Budget for FY 2013-2014 was accepted as presented on a motion from Joe Warren.

Old Town Hall Houses -The renovation of Apt #43 at OTHH has been completed. Since the vacant unit is on the second floor, the Waiting List will be reviewed and the first three applicants who are capable of living on the second floor will be contacted. The remaining items Apt #65 have been turned over to the DHA. A dumpster will be ordered and cleanup will begin. The other unit that requires renovation is Apt #26, which is also on the second floor. The necessary materials for the renovation of Apt #26 and Apt #65 have been delivered. Due to the time demands for Maintenance Supervisor Joe Strate at the Heights, bids for labor only to complete the renovations will be requested and reviewed.

Ford stated that Work Orders will be used in order to more efficiently schedule maintenance repairs. Ford will work with Matt Anderson to prepare a format. Work Orders will also allow management a better picture as to the allocation of time for The Heights and OTHH. Requests for repairs will be directed to Ford, and then submitted via work orders to Joe Strate.

Spring cleanup for the grounds at OTHH was completed in March. Another landscaper that has done planting work for OTHH in the past will be preparing the grounds for the visit from Tom Bourque from CHFA, scheduled for May 2nd. The entire property was inspected by Ford and Joe Strate to determine which items stored outside the apartments causing an unsightly appearance should be discarded. Residents were notified that if outside items are not stored properly, they will be discarded.

Redevelopment - There are a total of six (6) completed buildings with TCOs issued. An additional five (5) buildings will be online within the next 30 days. The process of marking for the landscaping is proceeding with the approval of Jeremy Ginsberg of Planning and Zoning. Once all on-site tenants are moved, Phase III construction will begin.

Allen O'Neill Association. - It was asked if the name of the association needed to be changed. The name can be kept the same, but since the new tenants may not be familiar with Allen O'Neill, it was recommended that it be changed. It was also noted that all rent checks should be made payable to The Heights at Darien once a tenant has moved into the Heights.

Senior Association - Allen Delaney stated that there are holes in the concrete that have been refilled. These holes are located near the mailboxes, along the Post Road sidewalk, and inside the courtyard. The concrete that was used to fill the holes has now expanded to form an uneven surface. It was also suggested that the cupola on top of the Community Room needs to be painted.

Old Business - Joe Warren reported that the dead tree which is located at corner of OTHH property and the neighboring property has still not been resolved. DHA had offered to pay for the cost of cutting the tree, and asked the owner of the adjoining property to pay for the removal of the debris. He refused, since he feels the tree is not on his property. Joe Warren was able to obtain documentation which proves differently.

New Business - Arthur Anderson reported on The Affirmative Fair Housing Marketing Plan, which is required prior to advertising the opening of the Senior Waiting List. It was determined that the Equal Opportunity logo needs to be part of the OTHH sign, which is located on the Post Road side of the property. This plan will be approved by DHA and then submitted for the approval of DECD and CHFA. Arthur stated that we will maintain the point system as our tenant selection policy, and the Waiting List will close at 50 applicants. Joe Warren moved that the AFHMP be approved as submitted, and it was accepted by a unanimous vote.

On a motion by Joe Warren, the Public Session was adjourned and the meeting moved into Executive Session for the purpose of discussion of personnel and contractual issues. The meeting moved back into Public Session at 8:57 p.m. and was adjourned at 9:00 p.m.

