

**Minutes
Housing Authority of the Town of Darien
Special Meeting - October 22, 2013**

A Special Meeting of the Commissioners of the Darien Housing Authority was called to order at 6:30 p.m. on Tuesday, October 22, 2013, in the Community Room at The Heights, 24 Allen O'Neill Drive.

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

The Minutes of the Special Meeting of September 24, 2013 were accepted as submitted by a motion from Joe Warren. Without objection, the Minutes were approved. Due to an error regarding attendance at the Special Meeting on October 7, 2013, it was agreed that the acceptance be tabled until the November 26 Regular Meeting.

Paid Bill Reports - The Paid Bills Reports for September, 2013 were accepted without objection as submitted by a motion by Joe Warren. The Paid Bills as of October 22 were accepted without objection as submitted by a motion by Joe Warren.

Property Manager Report - Old Town Hall Houses - Nichole Jefferson reported that all heat pump unit filters have been cleaned. A HWH was replaced in one unit, and a toilet replaced in another. Currently there are two vacancies, and one anticipated vacancy. The irrigation system has been winterized.

The Heights - Phase I and Phase II units have been leased. A "Rent Drop" box has been installed in the foyer of the Community Building for after office hours. Humidifiers that were used to dehumidify seven units, will be removed October 23, 2013. The winterization of the irrigation system will be scheduled.

The lease for OTHH is in review to be rewritten. Jan Raymond suggested that requiring security deposits from new tenants should be included in the new lease. There have been situations where a tenant moves and there are not funds to defer any portion to the cost of repairs. Nichole Jefferson and Matt Anderson had discussed including in the new lease late fees. Late fees can always be waived at the discretion of management. The topic requires further thought and the discussion will continue once a draft of the new lease is submitted.

Jan Raymond announced for those who may not have heard Francine Buchanan had passed away this past week end. A remembrance will be sent to the family.

Cyndy Ashburne had asked what can be done so that not every meeting of the Commissioner, is not always a "Special Meeting". Jan Raymond had explained that it is necessary to warn any change to the regular meeting schedule 30 days in advance. Going forward, the remaining meetings will be Regular Meetings.

Jan Raymond received the dates for the RFQ from Attorney Ed Schmidt. They will be distributed to the Commission.

Redevelopment - The construction of the 8 remaining buildings is progressing smoothly. Framing should be completed within the next 4 weeks, and each building will be weather tight so that the interior can be worked on throughout the winter months. We project that the first couple of buildings on Noroton Ave, will come on line as early as January, 2014. There will be a 20 day time frame in between each building working our way to West Ave. All should be completed by mid-January. All remaining building should be completed by April, 2014. We expect to have the majority of the buildings leased within 45 days once they are turned over to Imagineers.

On Monday, October 25, 2013, the application was submitted to the Planning and Zoning Department to have the Darien Housing Authority office relocated to The Heights. Their vote will be on their November agenda.

The construction budgets for the improvements to 216 and 218 West Avenue, should be completed within the next few weeks.

Approximately a month is needed to process an application for a grant from the State of Connecticut. The improvements are projected to begin Spring, 2014.

Arthur Anderson reported that as of August, 2013, the Housing Authority had expended approximately \$500,000.00 in relocation expenses. An additional estimate of \$140,000.00 has been expended for the operating expenses, including salaries. There are still off site tenants whose rent we are responsible for along with the expense of their move to The Heights. Darien Housing Authority will be reimbursed so that asset and cash balance will be as they were as of February 1, 2013.

Allen O'Neill Association - The election of new officers is scheduled for September, 2014,. At that time it will be determined if the name will continue to be Allen O'Neill Association. It was questioned whether a report from the association needs to continue to be on the agenda. It was agreed that future situations may arise where a discussion is required.

Arthur Anderson states that a wall of memorabilia will be dedicated to The Fitch Home, which was originally on the site of The Heights. Jan Raymond volunteered to collect pictures and have them framed. Jan had suggested that Ed Schmidt should be contacted since he is an author of a book on the subject. Imagineers is willing to reimburse for the cost of completing the dedication.

Senior Resident Association - No Report

The Regular meeting was adjourned at 7:30 p.m. and into Executive Session. They will not return to public session.