

**MINUTES**  
**Housing Authority of the Town of Darien**  
**Tuesday, November 26, 2013**

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, November 26, 2013 in the Community Room at The Heights, 24 Allen O'Neill Drive, Darien, CT.

Present were Commissioners Jan Raymond, Cyndy Ashburne, Allen Delaney, and Property Manager, Nichole Jefferson. Also present was Co-Developer Arthur Anderson. Absent was Commissioner Joe Warren. Commissioner Peter Bigelow arrived at 7:10.

The Minutes from the regular meeting of October 26, 2013 were approved without objection.

Paid Bills Reports - The Paid Bills Report for E187 for October, 2013 and November 1-22, 2013, were accepted as submitted. The Paid Bills Report for AON Development for October, 2013 and November 1-22, 2013 were accepted as submitted.

Property Manager Report –

OTHH

The Darien Lawn and Tree Care landscaping contract is due to expire on December 31, 2013. We have begun to accept landscaping bids for 2014. Snow removal bids are in and need to be voted on. There was a blockage in the kitchen main line in unit 55 that has been remedied. All the fire extinguishers at Old Town Hall Houses were serviced and tags were updated. The fire alarm inspection test was conducted by Simplex Grinnell and all alarms passed with no fails or defects.

HEIGHTS

The irrigation system has been completely winterized. A snow removal contract has been signed with Nova Landscaping & Masonry for the Heights. The computers in the computer room are up and running and ready for resident use. CallMax answering service has been put in place to receive all Heights at Darien inquires, messages and emergency page outs effective November 26, 2013.

An expenditure schedule was presented for snow removal at Old Town Hall Houses for 2009 thru 2013 which was performed by Greg Twardy. The overall expense was considerably high, thus a proposal from Nova Landscaping, the current contracted for The Heights, was requested. Nova proposed a flat rate of \$10,000.00 for the season.

Cyndy Ashburne voiced concern that the seniors require extra care, and Greg Twardy recognized that. Nichole assured Cyndy that Nova Landscaping has been made aware that early plowing is necessary and agreed to cleaning off the cars of our senior residents, all which will be included in the contract price. Cyndy requested that since Greg Twardy has provided many years of service, a letter to be written to express our gratitude for his years of service. Nichole will compose a letter of gratitude.

Arthur requested that the Commissioners extend to Jan Raymond, authorization to execute documents regarding to the \$200,000 grant for the improvements to 216-218 West Ave. Cyndy Ashburne motioned to allow Jan Raymond authorization to execute the documents, but all final decisions will be presented to the board for approval.

Callmax is a virtual voice recorded answering service which is currently contract for the Heights. The service is scripted and available to answer 24 hour. The message will be received in our email, along with an emergency page out, so that Joe can respond, and the message is also recorded. The cost will be divided 50-50. Cyndy Ashburne questioned the change from 80-20. After much discussion, the Commissioners agreed to split the monthly cost of the answering service 50-50.

The office copier requires a costly repair in order to provide the scanning of documents. An upgrade would be more cost effective. The difference between the current lease and the upgrade would be \$27.00. The Commissioners agreed to upgrade the copier.

Jan Raymond and Arthur Anderson discussed the framing of historic pictures of the Fitch Home that originally on the Heights property. They will also try to locate a narrative to describe the history of the original structure. Once the framing is completed, the collection will be displayed in The Community Building at The Heights.

Materials for the renovations of the vacant unit, Apt #55, an efficiency, and Apt #62, an handicap unit, were purchased from the Home Depot "Bid Room". The cost of materials needed to renovate Apt #55 is \$3,377 and Apt #62 unit is \$3,104.81. The Commissioners agreed to the material costs, but requested a confirmation that the efficiency unit was the higher of the two quotes.

Lucy Fiore, a RTM member of the PZ&H committee, asked about the percentage of Allen O'Neill tenants returning to The Heights. Jan Raymond reported that approximately 100% of the original tenants have returned. Nichole Jefferson will provide Jan Raymond with the exact number. Lucy Fiore had also requested the number of children, 18 years of age and under, in the households of the new tenants. This information will help the Board of Education with the planning for the future enrollment. Jan Raymond will forward the information requested. Lucy reported that there will be a member of the PZ&H committee who will be permanently assigned to attend the DHA regular meetings.

The Public Session was adjourned by a motion from Peter Bigelow, and Commissioner entered into Executive Session. With no business to be conducted after Executive Session, the public meeting was adjourned at 7:30 p.m.