

MINUTES

Housing Authority of the Town of Darien
November 28, 2012 – 7:30 p.m.

A special meeting of the Commissioners of the Housing Authority of the Town of Darien was called to order at 7:35 p.m. on Wednesday, November 28, 2012 in Room B-1 of the Darien Town Hall, 2 Renshaw Road, Darien, CT.

Present were: Commissioners Cynthia Ashburne, Joe Warren, and Allen Delaney (Absent: Jan Raymond and Peter Bigelow). Also in attendance were John McClutchy and Arthur Anderson.

Minutes from the Regular Meeting of October 23, 2012 were approved without objection.

The Paid Bills Reports for November 2012 for AON Development and Old Town Hall Houses were accepted as submitted on motions by Allen Delaney and Joe Warren.

Executive Director's Report: Cynthia Ashburne gave the Executive Director's report in Kathryn Molgano's absence.

Hurricane Sandy: There was no damage to the AON units, nor did residents lose power. At Old Town Hall Houses a large tree near the corner of the Post Road and Academy Street was uprooted and fell on to Building 3. Due to its proximity to US1, the State DOT took responsibility for removing the tree and responded promptly. Damage to Building 3 required minor roof repairs and gutter replacement. The repair is currently underway. DLTC will fill, grade and seed the lawn area where the tree was uprooted.

Old Town Hall Houses:

Parking lot: The repaving project was completed during the week of November 12th. Parking lines were repainted, new curbing was added, and the grass areas were back-filled to the new curbing. Halstead Real Estate and Fairfield County Bank allowed our residents to park in their lots while the project was underway. DHA sent gift baskets to thank them. There was minor damage to the sprinkler system requiring a \$500 repair by Dobson Turf & Irrigation.

Bi-Annual Audit: CHFA Asset Manager, Tom Bourque, has provided written verification that the audit requirement for Old Town Hall Houses will be on a bi-annual basis, and the next audit should be scheduled at the completion of the 2012/2013 Fiscal Year.

Bi-Annual Recertification: CHFA Asset Manager, Tom Bourque, has sent written verification (citing Elderly Housing Program requirements from the DECD/CHFA Manual) that the recertification of tenants at Old Town Hall Houses can be conducted every other year. We therefore will not send out Applications for Continued Occupancy until January of 2014.

Redevelopment: John McClutchy reported that all Phase I & II buildings have been roofed and closed, and they are presently working on interior rough plumbing & electrical. One-third of the road should be paved by December 7th.

Arthur Anderson reported that marketing effort needs to take place 90 days before occupancy of new residents. All Phase I units will be taken up by existing AON residents, but with the early completion of Phase II, 15-20 2-bedroom units may be available in the spring. Advertising will begin just after January 1st. Applications will be available through the web and in the DHA office. The application process will take place

over a three month time period. Up to 400 applications will be accepted and then numbers will be assigned to each application by lottery. In regard to the old waiting list for AON, which has been closed since 2005, letters were mailed to all 53 applicants on the list asking for a response to determine if they were interested in applying to The Heights. 10 responded "yes", no one responded "no", and 17 were returned "addressee unknown". Arthur reported that DECD has given permission to give priority to the 10 applicants who responded "yes" by allowing them two entries into the lottery system. Each will draw two numbers, and the higher number will be assigned to their application.

John McClutchy reported that Planning & Zoning approved the expansion of the Community Building at their November 27th meeting.

Discussion of number of persons per bedroom was prompted by the recent assertion by a Planning & Zoning Commissioner that four persons, including children of opposite sexes, would be allowed to reside in a one-bedroom unit at The Heights. John McClutchy stated that the assertion was not correct and detailed the occupancy rules that will be followed at The Heights. No more than two persons can occupy a bedroom. Children of opposite sexes and over the age of 4 cannot share a bedroom. Children of the same sex will not share a bedroom if there is an age difference of 4 or more years. If two persons reside in a one-bedroom and one of those persons is pregnant, the family will be moved into a two-bedroom unit as soon as one becomes available.

Allen-O'Neill Association: No report.

Old Town Hall Houses Residents: No report.

The meeting was adjourned at 8:35 p.m. to go into Executive Session to discuss resident and contractual matters on a motion by Joe Warren.

The meeting subsequently adjourned at 9:00 p.m. on a motion by Joe Warren.

Respectfully submitted,

Cynthia Ashburne
Chairman