

# The Housing Authority of the Town of Bethel

25 Reynolds Ridge, Bethel, Connecticut 06801

September 14, 2016 at 4:00pm

Community Room #25

Regular Meeting

## MINUTES

CALL TO ORDER 4:00

### ROLL CALL

Gail Slifkin – Chairman, Beth Cavagne -Vice President, Linda Ryan – Treasurer, Claudia Stephan (arrived late), Diane Stevenson - Tenant Commissioner, NP Rentals and Mgmt: Mark Nolan and Stacey Olszewski, Residents list on file in management office.

Guests – First Selectman – Matt Knickerbocker, Kim Pietroraz – Tovah, Inc. (left early)

### MINUTES

Approval of Regular Meeting Minutes of August 10, 2016

Correction: Procedure for checks should read as follows “schedule of signing checks once a month. All checks must be signed by Treasurer and the Chairman with an authorized Board Member as the backup. Motion to accept with corrections, Beth Cavagna, seconded, Linda Ryan. All in Favor

### REYNOLDS RIDGE RESIDENTS ASSOCIATION REPORT-

Report was read by Christine Sleight, acting president. Posted and on file

### CITIZEN INPUT

**Rules and Policies:** Management noted that the Rules and Procedures that were adopted at the Special Meeting, July 26, 2016 were done prior to modifications requested. Discussion followed. The residents requested that the final Rules and Policies be distributed.

Motion to adopt the Rules and Policies with the revisions made since July 26, 2016 by Beth Cavagna, Seconded By Diane Stevenson, All in Favor.

**Corporate Governance** – Management distributed a memo to the Board of Commissioners re: Corporate Governance. Discussion followed.

### REPORTS

#### **Chairman's Report**

- CDBD 1: a revised bid package is being prepared by architects- October/November Bid opening.
- CDBG 2: Chairman requested the letters that were submitted to Larry Wagner for the CDBG 2 Grant. It had previously been reported that there was only one letter. Management presented the copy of the grant application supplied by the town in which the 17 letters submitted were included in the application.
- Resident Issues: Rules and Policies: see Citizens Input,
- Resident Non Compliance, Smoking: The Chairman sited concerns that residents are still not following the smoking policy. Management replied that action is being taken on all reported incidents. Chairman purchased air purifiers for 5 residents. Discussion

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followed about improper procedures for this expense.

- **Security Tapes:** The chairman wanted verification of tapes being viewed. Management reported that tapes are being viewed and management expressed to residents that anything that seems suspicious should be reported immediately to management with an incident report and to the Bethel Police Department.
- **Profit and Loss Discrepancies:** Chairman tabled discussion. Management reported that all costs of the CDBG I & CDBG II were expensed through cash flow of the complexes; no reserve request has taken place to reimburse those expenses. Additionally, management stated that management fees and administrative costs are being split for E133 and E166 50/50 vs. 75/25, the previous allocation of expenses.
- **Procedures for check signing:** Clarified in the Approval of Minutes

**Phineas Park Management Report**

- **Waitlist:** 117 applicants for 1 bedroom list and 19 for 2 bedroom
- **Water flood** in apt. 6 and spilled over to Apt. 8 a water line break. More details to follow
- **New Move-in** apt. 12 and 14
- **Moved out** of apt. 12 and owes \$1017.19
- **Still trapping** raccoons and removing them

**Reynolds Ridge Management Report**

- **REAC Inspection:** canceled, no word yet as to rescheduling
- **New Picnic Benches:** due to arrive on site Monday 9/19/2016
- **Parking / Visitor Parking Signs:** Visitor Signs up. If you are a resident that does not have a sticker please see management.
- **Public Works:** Conversation about Judd Road exit on the radar, not date for correction yet.
- **Police Department:** Several reports of knocking on doors late at night. Management met with the police department and they were alerted to the recent complaints. A request to increase surveillance was made from management and asked if they could provide more drive throughs it would be appreciated. A call has been placed to the Lieutenant in charge of this task The police department advises all residents to call in any instance that tenants have a concern about.
- **United Alarm-** presented proposal for new alarm system for the complex, existing one works but does not report to a central station. Motion to accept the contract with an installation fee of \$19,550.00 and a monthly monitoring fee of \$208.00 a month by Linda Ryan, Seconded – Claudia Stephan, All in Favor.
- **Resident Service Coordinator:** 2 proposals presented, Bethel Visiting Nurse and Western Connecticut Area on Aging. Motion to award Resident Service Coordinator funding to Bethel VNA By Beth Cavagna, seconded by Linda Ryan, All in Favor.
- **Security Tapes:** Being regularly reviewed. Tenants being addressed as needed.
- **Rules and Policies and the Community Room #25 -** Hours discussed. The CR #25 is available to residents 24 hours.

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- **Reporting of any accident or incident:** Must be timely and submitted on an incident report. Management advised that the new form was being posted and will be provided to all tenants
- **Vacant Units** - Management requested to the Board of Commissioners to rehab units #38 and #41 and presented new flooring option that will still fall into previous budget. Motion to rehabilitate Unit #38 and #41 with Woods Construction for up to \$43,000 made by Beth Cavagna, seconded by Claudia Stephan, All in Favor.
- **Other Matters:**
  - No smoking sign removed from front signage.
  - Facebook been removed from Community Room Computers
  - SBD Account Signatures needed to open a new account
  - BOA Charge Signatures needed close an old credit card account
  - Financial Audit letters signed by Chairman and Treasurer.
  - Waitlist update           E 133 - 95 Applicants 3 vacancies #30, #38, #41  
  E 166 - 93 Applicants 1 vacancies #71

**TREASURERS REPORT**

Bank Statements through 8/31/2016 presented  
All checks for E133, E166 & Phineas Park were provided for signatures

OLD BUSINESS: None

Adjourned 8:00 Motion to Accept by Claudia Stephan, Seconded by Diane Stevenson, All in Favor

Submitted by

Stacey Olszewski - NP Rentals and Management