

The Housing Authority of the Town of Bethel
 25 Reynolds Ridge, Bethel, Connecticut 06801
November 9, 2016 at 4:00pm
Community Room #25
 Regular Meeting

MINUTES

CALL TO ORDER 4:00pm

ROLL CALL

Gail Slifkin – Chairman, Beth Cavagne -Vice President, Linda Ryan – Treasurer, Claudia Stephan – Commissioner (absent), Diane Stevenson - Tenant Commissioner,
 NP Rentals and Management: Mark Nolan, Stacey Olszewski,
 Residents list on file in management office.
 Guests – Matt Knickerbocker – First Selectman

MINUTES

Approval of Regular Meeting Minutes October 12, 2016. Motion to Accept Beth Cavagna, Seconded by Linda Ryan, All In favor, Motion carried

Approval of Special Meeting Minutes October 24, 2016. Motion to Accept Beth Cavagna, Seconded by Diane Stevenson, All In favor, Motion carried.

CITIZEN INPUT

Gail Slifkin distributed a memo limiting citizen input to 3 minutes.

Jay Ofiero stated that he is still has concerns of residents smoking in units, Management requested Documentation. Joan Finn questioned the policy for smoking in cars. Management reiterated that according to policy that is ok if still 25 feet away from building. Any concerns or incidences should be documented sooner rather than later. Peter Shaw brought up concerns of a gully near sidewalk. Management stated that this is a has been reviewed and was to be addressed in CDBG grant. Options will be pursued to address if not in CDBG Grant.

REYNOLDS RIDGE RESIDENT ASSOCIATION REPORT

The RRRRA presented an option for the Holiday Party to be held December 18, 2016 at The Hearth in Brookfield, Connecticut. Management is reviewing liability issues of an off site Holiday Party.

Flyer presented about proper conduct and manners at Resident Meetings: Designated smoking area map presented. Resident on Resident Harassment Policy needs to be sent to Residents.

REPORTS

Chairman's Report

- Chairman Slifkin took a moment to mention the passing of resident Jack Dieter, a long time Bethel resident who passed away the morning of November 9, 2016. Jack was a proud Veteran and was very involved with the Town of Bethel in many capacities.
- CDBD 1: November 2, 2016 contractors reviewed the scope of work and will present bids. Bid opening will be November 22, 2016.
- Roche Group: Scope of Pre Development. Discussion ensued.
- Policy/ Limitations on Citizen and Resident Input: Memo discussed during in Citizen Input
- Real Estate Taxes for 2015/2016: Linda Ryan requested that taxes due for 2015. 2016 be paid and set up quarterly payments.
- Insurance Coverage Bonding: Directors are covered under State Department Administrative Services.
- 2016 Holiday Party: See RRRRA report
- 2017 Regular Schedule Meeting: Discussion ensued on date and time to accommodate all Commissioners. Final schedule tabled until December Board Meeting.
- Waitlist: Still closed, until review of management and vacancies filled.

RECEIVED

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TOWN OF BETHEL
TOWN CLERK

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Minutes 11/9/2016

Phineas Park Management Report

- Audit performed by Rural Development
- Awaiting for Rent Increase to be approved
- Annual Pest Inspection took place all units.

Reynolds Ridge Management Report

- Request Approvals of the Board:
 1. Reasonable Accommodations for a walk in shower in Units #40 and #5. Motion to accept Diane Stevenson, Seconded by Linda Ryan, All in Favor, Motion Carried.
 2. Request to research replacing fence and improve lighting by Community Room #58. Board approved to review options and present estimates.
 3. Request to purchase new Banquet tables to replace damaged and worn tables in community Rooms. All in Favor.
- NP Rentals Tenant Meeting: on October 31, 2016, Attended by 38 Residents and First Selectman. Reviewed CDBG 1, Rent Increases, Utility Allowance, Unit Improvements, Resident Service Coordinator, Grant for Project based Vouchers, Holiday Gathering, Winter Preparation, Project Based voucher Request for Proposal to Housing Authority City of Danbury.
- #41 and #38 Apt Rehab update: Woodworks Construction should be completed in about 2 weeks.
- Waitlist update: E 133 - 95 Applicants 3 vacancies #30, #38, #41, #23, #18 for E 166 - 93 Applicants 1 vacancies #71
- Thomaston Oil Maintenance Contract: First building completed on schedule to do one building a week.
- Fire Marshall Inspection: Completed no major issues.

TREASURERS REPORT

- Financial Statements: sent via Email to all Commissioners.
- Bank Statements included in Commissioners Packets

OLD BUSINESS

- Nothing to report
- RFP Grant for Project Based Vouchers submitted and waiting feedback

NEW BUSINESS

None

Motion to adjourn made by Beth Cavagna seconded by Linda Ryan

Adjourned 5:25

Respectably submitted by
Stacey Olszewski - NP Rentals and Management