

August 28, 2012

6:30 p.m.

Chairman Timothy Beeble called the meeting to order at 6:30 p.m.

Roll Call:

Present: T. Beeble, H. Dalcher, L. Ryan, G. Slifkin and L. Walsh

Special Meeting:

Mary O'Leary and Jane Hall were present to bring the Board up to date with the transition.

Jane will train Mary in the Financial/Management report due on Oct. 1, 2012.

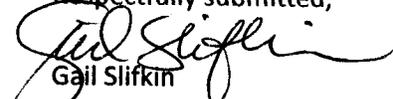
Mary will also need to be brought up to date with quick books.

Mary O'Leary was asked if there are any additional issues to be discussed. Indicated no.

1. We voted to appoint Mary O'Leary Acting Executive Director effective September 1st and continuing until a new Executive Director is appointed. While Ms. O'Leary will be compensated at the Executive Director's rate until a new Executive Director is appointed. Thereafter, she will revert to her former job duties and rate of pay, but with her hours expanded to 20 hours per week. Hal made the motion and was seconded by Tim Beeble. Motion passed unanimously
2. In this interim period, Jane Hall will work, as needed, to assist Mary O'Leary. Ms. Hall will be compensated at her hourly rate, and will maintain a log of hours and work performed.
3. The Authority approved the Job Description, compensation and an advertisement. The advertisement will be published in Fairfield County area newspapers as well as posted on the web site of the CT Chapter of the National Association of Housing and Redevelopment Officials (NAHRO). The target date for hiring is December 31, 2012. The Board as a whole will review all submitted resumes and interview a short list of qualified candidates. The final candidate will require Board approval.
4. Motion made, seconded and approved to go into executive session. (7:30 p.m.)
5. Motion made, seconded and approved to come out of executive session (8:15p.m.)
6. Disabled ramps were discussed. We currently have both a wooden and metal ramp and need to determine which ramp works best for the tenants.

Hal Dalcher made a motion to adjourn, seconded by Lou Walsh.

Respectfully submitted,


Gail Slifkin
Secretary

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