East Hampton Housing Authority

Chatham Acres

1 Governor Bill O’Neill Drive

East Hampton, CT 06424

A meeting was held on August 17, 2016 at Bellwood Court. The meeting opened at 6:05pm. Members present were Patricia Dufour, Ann McLaughlin, Jo Ann Ewing, Fred Maynard and Judie Bobbi. Tom Denman was away on vacation.

**Minutes:**

A motion was made by Ms. McLaughlin to approve the July 20th Minutes. Mr. Maynard seconded. Vote was unanimous.

**Public Comment:**

None

**Bills and Communication:**

Attorney Invoice paid for the closing of the DOH portion of funds. Waiting for AG to sign off to file with town.

Sanitary Survey Report will be on next month agenda

Lenard Engineering final payment for the Bellwood site plans

Anytime Sewer Service to take care of “D” building blockage and run camera. Problems are with the amount of paper and other usage by the residents in that building.

Construction Meeting Minutes on file for the weekly meeting with EHHA, Architect and Millennium Dev.

**Cash Report:**

Ms. Bobbi presented the July 2016 Reconciliation. Members reviewed and filed for audit

Ms. Bobbi has set up a Construction Fund to receive wire transfers for the renovations and to pay invoices.

**Old Business:**

06/30/2016 Quarterly Financial Report presented to Board

DOH closing took place on 8/4 in Hartford. We are now working to close CHFA by end of month.

Work Progress Report:

Roofing complete, exterior doors done minus storm doors and designated ADA unit doors, Some siding has arrived on site, waiting for delivery of cabinets, countertops and flooring.

Work should begin 9/6/16 at both sites with siding at Bellwood first and cabinets at Chatham. When work on interior at Bellwood begins the 4 vacant units will act as a hotel unit to move residents for 4 to 5 days to complete the entire unit. At Chatham it is planned to do cabinets one day, closets the next and flooring the third and each person should be able to return each afternoon.

Millennium will provide us a list of FAQs for residents to read as it will suggest questions they may have when the resident meeting date is set.

Ms. Bobbi made some clarifications in the Entry Policy due to the work that will take place with the contractors needing access to the units. Also, in the Rules and Regulations regarding a tenant moving out notification and what items belong to the housing authority, no driving up to apartments with cars and car washing on property is not allowed. A reminder as to where outside a resident is allowed to smoke. These clarifications are added in the Rules and Regulations and posted on the office door and tenant board.

Ms. Bobbi is waiting to hear from CHFA and DOH regarding any rent increase.

Ms. McLaughlin asked if we had yet tested the Robo call system for our two sites. Ms. Bobbi has not done it yet.

**Tenant Commissioner:**

Mr. Maynard read a list of concerns from Ms. Kangley regarding the posting of the T.C. contact phone and email. Ms. Bobbi noted his phone is listed on the office door at Bellwood and the board list of commissioners gives all commissioners phone and emails for anyone to copy. The phone numbers in the newsletter is for the office contact at Bellwood and Chatham; Ms. Bobbi’s cell is for emergency only. Ms. Kangley wanted more updates on the renovations and we have been sharing what we know in the newsletter as not much was happening as the closings have been slow to happen with DOH and CHFA. The roofs and doors got underway quickly as we would have lost the roofer due to other commitments and that would mean to go out to bid again for that work. When the bulk of the work really begins, there will be more detailed information as to when each unit will be impacted including a kick off meeting with the residents. Samples of materials will be available to see at the meeting. A tentative date for the meeting is August 31st, time tba. No funds have yet been received until the final closing with chfa.

The other item of concern was a request for a triple form work order request that could be left at the office instead of a phone call. Board members decided to keep the current policy where someone calls and leaves the message on the office phone or stops in the office, as the most efficient reporting of a maintenance issue and Ms. Bobbi writes up the work order for maintenance and a copy remains in the book. Someone could also leave a note along with the call. Ms. Bobbi will look for a form that the maintenance staff can put on a door to let the individual know that they have addressed the problem if they were out and gave permission for entry.

The Agenda is normally posted the day before, that’s not to say there have been times it didn’t get put up. The agenda is always posted on the Town website by the day before and it could be looked at there. The Minutes are also posted with the Town. We are not required to post the Minutes at the community room until approved which is not until the next meeting.

A motion was made by Ms. McLaughlin to adjourn at 7:25pm. Mr. Maynard seconded.

Respectfully submitted by Judie Bobbi, recording secretary

CC: Board Members, Town Manager, Town Clerk, Town Council