

MIDDLEFIELD HOUSING AUTHORITY
BOARD OF COMMISSIONERS
REGULAR MEETING MARCH 27, 2014

Present: Barbara-Jean DiMauro (Secretary), Alma Elder (Chair), Len Pinz (Maintenance Supervisor), Barbara Schiffert (Treasurer), Peter Sibley (Executive Director), Fred Vincent (Resident Commissioner)

The meeting was called to order at 3:06 P.M. by Chair Elder.

Approval of Agenda

The agenda was approved as presented.

Public Session/Comments

Comments/discussion focused on the no-smoking policy due to become effective July 1, 2014.

- Health and fire hazards of smoking were discussed.
- A recommendation was put forward that the five residents who currently smoke be grandfathered, i.e., that they be allowed to smoke in their apartments.
- Designated smoking areas and containers for butts and other smoking debris were discussed.
- Question was raised: What else will the Board impose on residents?
- Elder advised that the Board will consider resident comments re the no-smoking policy.

Plumbing issues were also raised. The Board is aware of these issues and has deferred discussion until after the turn of the fiscal year, July 1

Approval of Minutes

The minutes of the previous meeting were approved on a motion by Vincent, seconded by DiMauro.

Correspondence

Sibley explained and clarified the Utility Allowance Study and recertification based on move-in date.

Resident Memos

No action

Executive Director's Report

- a) Financial Report: Sibley discussed/explained Profit & Loss handout with the Board.
- b) Waiting List: There are 22 of the original 27 applicants presently on the waiting list.
- c) Review Timesheets: Employee timesheets were reviewed.
- d) Review Turnovers: Occupancy rate for Sugarloaf is 100 percent.

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Maintenance Report

- a) General Operations: The Board determined that going forward, Sibley, as Executive Director, rather than Commissioners will conduct the annual inspection of apartments. Such inspections will begin in April. Sibley plans to inspect one building per week.
- b) Pinz discussed the Maintenance Request form that residents submit for needed maintenance.
- c) Water System: Water has been tested; awaiting results.
- d) Sewer Lines/Septic: One tank needs to be pumped; not yet a crises. Invitation to bid has been mailed to five contractors.

New Business

Board of Finance/PILOT: Payment in lieu of taxes is \$20,000.

Old Business

No-smoking Policy: Tabled

Predevelopment Rehab Grant: Still waiting for bonding

Further Public Comment

No comments

Resident concerns addressed:

- Landscaping maintenance is under a 12-month contract.
- Sidewalks will be repaired in warmer weather.

The meeting adjourned to Executive Session at 4:15 P.M.

Executive Session

- a) Raspberry Ridge/RFP: Invitation to bid was discussed.
- b) Tenant Issues: No issues
- c) Personnel Issues/Executive Director's Contract Addendum: Addendum finalized.

There being no further business, the meeting adjourned at 4:35 P.M.

Respectively submitted,



Barbara-Jean DiMauro
Secretary