

MIDDLEFIELD HOUSING AUTHORITY
BOARD OF COMMISSIONERS
REGULAR MEETING, JANUARY 23, 2014

RECEIVED FOR RECORD ON 5/5/2017
@ 9:00AM AND RECORDED BY
Dorothy M. Gribko
TOWN CLERK

Present: Barbara-Jean DiMauro (Secretary), Alma Elder (Chair), Mark Gribko (Vice Chair), Len Pinz (Maintenance Supervisor), Barbara Schiffert (Treasurer), Peter Sibley (Executive Director)

The meeting was called to order at 3:05 P.M. by Chair Alma Elder.

Agenda

The agenda was amended as follows: *Regular* not Special Meeting; January 8, 16, 2014, minutes to be approved as well as those for December 19, 2013.

The agenda was unanimously approved as amended on a motion by Gribko, seconded by Elder.

Public Session/Comments

Sidewalks need to be repaired. Pinz advised that the repairs will be made in the spring. Tenants in attendance agreed that sidewalks are OK for now.

Elder advised that at the end of each meeting the public will be invited to again comment. This will allow public comments/questions re Commissioners' discussions/decisions.

Approval of Minutes

On a motion by Gribko, seconded by DiMauro, the minutes of the following meetings were unanimously accepted: December 19, 2013, January 8, 2014, January 16, 2014.

Correspondence

Sibley read an RSC update from Antoinette Astle. Sibley stated that he and Astle as well as Joan Lombardo, Senior/Social Services Director, have developed a good rapport. The three work so well together that Sibley has dubbed them the "Golden Triangle."

DiMauro read a thank-you note from Astle.

Sibley advised that both Astle and Lombardo were aware that the MHA waiting list was open and that Lombardo was provided applications.

Resident Memos

No action.

Executive Director's Report

a) Financial Report: In the months the quarterly report is due, Commissioners will receive a copy of the state report. In other months, Commissioners will receive the QuickBooks printout.

Sibley distributed to Commissioners the Audited Financial Statements prepared by Albert J. Rusilowicz, CPA, LLC. There were no reportable audit findings for the fiscal years ended June 30, 2013, or 2012. And there were no reportable audit findings for fiscal years ended June 30, 2011, or 2010. Elder signed the Representation Letter, which Sibley will submit to the state.

Executive Director' Report (continued)

Sibley reviewed Exhibit B (Operating Statement) with the Board. He called the Board's attention to *Provisions: Repairs, Maintenance and Replacements*. Expenses for this line item exceeded allocated funds. Per state guidelines, \$560 per unit per year should be allocated to this line item. Sibley advised that going forward MHA needs to set aside more money for RMR. The Board agreed.

b) Waiting List: Sibley advised that applicants selected by the lottery have been notified. One couple is in need of the handicapped-accessible unit.

The Board discussed at length the eligibility of an applicant from the previous Waiting List, a person with a disability who is under 62 years of age. This person does not require a handicapped-accessible unit. In addition, this applicant has a relative residing at Sugarloaf. However, the three units reserved for nonelderly families with disabilities are already rented. It was suggested that perhaps the MHA Tenant Selection Plan be reviewed for revision. Elder moved that the Board increase the number of reserved units by one (1) and that the number of such units not exceed four (4). Schiffert seconded the motion. The motion passed. The applicant was accepted.

c) Water system: no action.

d) Review Timesheets: The Board reviewed employee timesheets. All in order.

Maintenance Report

a) General Operations: Pinz discussed with the Board procedures re residents' requests for maintenance as well as MHA's opportunity for people who need to fulfill their obligations for community service.

b) Review Turnovers: Units are being prepared for new tenants.

New Business

a) Review Propane Gas Contract: Sibley discussed with the Board the present contractor's high cost of propane gas. Other options were discussed—e.g., another, less expensive contractor, piggy-backing on the town's contract for a lower rate. Sibley is to explore these and other options for a more reasonable rate.

b) Review Tenant Selection Plan: Sibley is to review the Plan and report back to the Board with his recommendations.

c) Elder, Schiffert, and Middlefield resident Cheryl-Ann Pizzo are planning a Winter Friendship Luncheon for Sugarloaf residents, staff, and Board members on February 13.

Old Business

a) Screen House: No action.

b) Predevelopment Rehab Grant: Still waiting for bonding.

c) No-Smoking Policy: Schiffert reported on the last meeting with tenants, advising that two new tenants who smoke attended. A brief discussion ensued re designated smoking areas, no-smoking environment explicit on new application, present tenants who smoke grandfathered, enforcement of the no-smoking policy.

Old Business (continued)

d) RSC Position: See Correspondence above.

e) Raspberry Ridge: Sibley is preparing an application for funding.

f) CDS Contract: The Board discussed this contract. The question was raised as to whether CDS is fulfilling its contractual obligations. Gribko suggested that MHA explore the feasibility of working with other developers. Elder advised that Jay Bernardino will meet with Commissioners on February 12 at 3:00 P.M. Following this special meeting, Commissioners will individually review the CDS contract, which will be further discussed at a future meeting.

g) Long-Range Plan: No action.

Further Public Comments/Questions

No comments/Questions.

The meeting adjourned to Executive Session at 4:35 P.M.

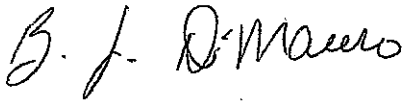
Executive Session

a) Tenant Issues: Tenant security deposits cannot be commingled. Sibley suggested that instead of setting up another account MHA's STIFF account be used for tenant security deposits. The Board agreed.

b) Personnel Issues: The Executive Director's contract is up for review at the end of February. Commissioners expressed confidence in Sibley.

There being no further business, the meeting adjourned at 4:50 P.M.

Respectively submitted,



Barbara-Jean DiMauro
Secretary