

MIDDLEFIELD HOUSING AUTHORITY  
Board of Commissioners  
Regular Meeting, February 27, 2014

RECEIVED FOR RECORD ON 5/5/17  
@ 9:00AM AND RECORDED BY  
Wendy M. Golub  
TOWN CLERK

The February 27, 2014 meeting of the Middlefield Housing Authority was called to order at 3:02 pm by Housing Authority Chairman Alma Elder. In attendance were:

Commissioners:

Alma Elder (Chair)  
Mark Gribko (Vice Chair)  
Barbara Schiffert (Treasurer)  
Fred Vincent (Tenant Commissioner)

Others:

Pete Sibley (Executive Director)  
Lenny Pinz (Maintenance Director)

Agenda

A motion was made by Barbara Schiffert to approve the agenda as written, seconded by Fred Vincent, motion carried.

Public Session

There were no comments from the public.

Approval of Minutes

A motion was made by Mark Gribko to approve the minutes of the January 23, 2014 commissioners meeting as written, seconded by Barbara Schiffert, motion carried.

A motion was made by Barbara Schiffert to approve the minutes of the February 12, 2014 Special Commissioner's Meeting, Fred Vincent seconded, motion carried.

Correspondence/Memos

Pete Sibley reviewed the e-mail and subsequent incident report that was received by a resident that had slipped on some ice that had formed on the sidewalk as a result of melting snow off the roof. The tenant did not fall down, but complained that she pulled her back while catching her balance. As of the meeting date she has not sought medical treatment and had visited the office on several occasions during the week without further mention of the incident. The decision was made not to report the incident to our insurance carrier.

Executive Director's Report

Pete Sibley reviewed the current month's financial report and informed the commission of the one minor change to the quarterly report that was requested by CHFA. Pete reviewed the application to have Sugarloaf's HAP payment changed to direct deposit into the Liberty Bank checking account. Alma Elder signed the agreement as Chairman of the Housing Authority.

Pete informed the commission that he has scheduled the move-in for the last vacant apartment (#18). Elaine Paul from Roxbury is the new tenant.

Pete discussed the HUD requirement that he attend fair housing training every two years and the upcoming training being offered by ConnNahro. The cost is \$100.

Pete informed the commission of recurring sewer line issues with building one, and his intention to have the main line hydrojetted.

Maintenance Report

Lenny reported that maintenance is under control, but supplemental snow removal, especially from the roofs, is taking up a lot of his available time.

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New Business

Resident Handbook -- Pete indicated his desire to "soften" some of the language in the handbook, and his displeasure with the Housing Authority distributing the names and telephone numbers of all tenants. He feels this information is private, and could be used for undesirable intentions. After much discussion the commissioners agreed to stop distributing names and phone numbers of tenants.

Tenant Selection Policy -- It was felt that our tenant selection policy was written prior to the building additions in 2006 and should be revised to allow 2 person households to occupy an efficiency apartment.

Old Business

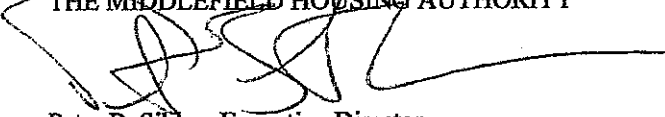
No Smoking Policy - Alma expressed her desire to combine the March Smoking Meeting with the regular monthly commissioner's meeting and to encourage attendance by all residents. Pete will distribute a memo to the residents.

Development Committee -- Alma Elder, Mark Gribko and Pete Sibley will be the initial members on the development committee.

As there being no other Housing Authority business to address, Mark Gribko made a motion to adjourn at 5:15 pm. Motion was seconded by Fred Vincent, and the motion carried.

Respectfully submitted,

THE MIDDLEFIELD HOUSING AUTHORITY



Peter B. Sibley, Executive Director