

MIDDLEFIELD HOUSING AUTHORITY

BOARD OF COMMISSIONERS

REGULAR MEETING, MARCH 23, 2017

Present: Alma Elder (Chair), Barbara-Jean DiMauro (Secretary), Mark Gribko (Vice Chair), Barbara Schiffert (Treasurer), Peter Sibley (Executive Director), Kathy Vincent (Resident Commissioner)

The meeting was call to order at 3:10 P.M. by Alma Elder, Chair.

Acceptance of Agenda

On a motion by Barbara-Jean, seconded by Mark, the agenda was accepted as presented.

Approval of Minutes

Alma amended the minutes to include the one-page “Raspberry Ridge and Sugarloaf Terrace Rehab Discussion Topics.” On a motion by Mark, seconded by Barbara, the minutes were unanimously accepted as amended. Discussion Topics were attached to the minutes.

Correspondence—Resident Memo

Michele Winchell has been hired as the new Resident Services Coordinator (RSC). Pete has sent Sugarloaf residents a memo to this effect.

Executive Director’s Report

a) Financial Report: MHA is in good shape financially.

b) Waiting List: There are 71 applicants on the waiting list.

c) Housing and Urban Development (HUD): HUD has issued a new federal regulation that mandates that beginning August 3, 2018, smoking will be prohibited within 25 feet of a building. No one will be grandfathered. Sugarloaf residents will not be allowed to smoke in their apartments. In addition, no combustibles (e.g., candles) will be allowed. Pete will inform residents of this mandate.

Maintenance Report

a) General Operations: Operations running smoothly.

b) Buildings: Due to an unsatisfactory work ethic and poor attendance, the person hired to clean the Community Room has been dismissed. Pete is in the process of hiring a replacement.

c) Grounds: No problems. Residents were 100 percent cooperative during the recent snowstorm, which allowed for timely and efficient cleanup.

d) Water System: Water samples are at lab for testing.

#### Resident Commissioner's Report

St. Patrick's Day Party: Kathy reported that the party was well-received and a huge success.

#### Public Session

There were no members of the public in attendance.

#### Unfinished Business

a) Update on Sugarloaf Terrace Rehab: Peter Byram presented a memorandum of agreement (MOA) between Middlefield Housing Authority and Quisenberry-Arcari Architects. The MOA limits the architectural fees to 6.5% of the final scope of work approved by MHA and will be computed based on the lowest responsible bid accepted by MHA after the improvements contract has been put out to bid and a construction contract is signed.

b) Update on Raspberry Ridge: Peter Byram indicated that he has not heard back from the Department of Energy and Environmental Protection (DEEP) re the application for approval of the septic system and storm water management plan. Attorney Kate Gillespie (Dizalo, Picket and Allen) will be meeting with Attorney Mark Branse (Middlefield Planning & Zoning Commission) in an effort to bring him up to speed on Raspberry Ridge. Attorney Branse has indicated that he will inform the Middlefield P & Z re the nuances of an 8.30-g application.

#### New Business

Review and Approve 2018 Annual Operating Budget: The Board reviewed the Operating Budget with the Executive Director. The budget was unanimously approved.

There being no further business, the meeting adjourned at 4:30 P.M.

Respectively Submitted,

Barbara-Jean DiMauro  
Secretary