

MIDDLEFIELD HOUSING AUTHORITY

BOARD OF COMMISSIONERS

REGULAR MEETING, JANUARY 26, 2017

Present: Alma Elder (Chair), Mark Gribko (Vice-Chair), Barbara Schiffert (Treasurer), Kathy Vincent (Resident Commissioner). Also in attendance was Peter Sibley (Executive Director), Peter Byram (Development Partner) and Residents Stan Drenzek and Richard Snow.

The meeting was called to order at 3:00 P.M. by the Chair.

Acceptance of Agenda

Pete Sibley suggested that the agenda be amended to include, under new business, a motion to authorize Alma to execute the amended Raspberry Ridge loan documents. The agenda was accepted as amended.

Public Session/Comments

There were no comments from members of the public in attendance.

Approval of Minutes

Approval of the November 17, 2016 minutes were postponed to the next Commissioner's meeting.

Correspondence—Resident Memos

Pete discussed the Annual Report sent to CHFA and the request for payment #3 to Department of Housing for the Resident Service Coordinator (Amanda) grant. Alma mentioned Pete Sibley's January 23<sup>rd</sup> email to Peter Byram indicating that absolutely no funds from the Sugarloaf Terrace capital reserves would be authorized to help fund Raspberry Ridge.

Executive Director's Report

a) Financial Report: Pete discussed the new CHFA reporting requirements and indicated that he would be e-mailing the CHFA Reports to the Commissioners, but including the financial reports generated by Quickbooks in his monthly meeting package. Alma was given a copy of CHFA's semiannual affidavit to have notarized.

b) Waiting List: There are 65 applicants on the list.

Maintenance Report

- a) General Operations: Operations running smoothly.
- b) Buildings: Nothing to report.
- c) Grounds: Grounds crew has been doing well with the limited amount of snow this winter. Pete received one resident complaint that the snow removal crew woke them up after one storm.
- d) Water System: Water meter is not functioning and needs replacement.

### Resident Commissioner's Report

Kathy Vincent indicated that things were quiet when Pete was on vacation, and received one complaint of dog waste not being picked up. She also indicated that she had spoken to Robert Hedlund in apartment #29 about walking at night and not being visible to vehicle traffic. She was pleased that Robert immediately started carrying a flashlight. Mark offered to provide a reflective vest to enhance Robert's safety.

### Unfinished Business

a) Update on Sugarloaf Terrace Rehab: Peter Byram indicated that there has been very little progress with the application for funding of the Sugarloaf Terrace Rehab. Peter Byram recommended that we make application to Liberty Bank provided that they can provide an interest rate lower than the rate offered by CHFA. Mr. Byram confirmed that this would remove any and all control over Sugarloaf Terrace by CHFA. This application will be submitted to Liberty Bank in 6-8 weeks. This application will not include grants or interest subsidies from the Federal Home Loan Bank that were formerly discussed. Those grants and subsidies will be applied for as part of the Raspberry Ridge application. Peter Sibley expressed his concerns over discrepancies between the plans, specs, and estimates of project costs presented by Quisenberry/Arcari Architect. Peter Byram will meet with Peter Sibley next Monday at 1:00pm to further review the plans prior to a special Commissioner's meeting on Thursday, February 2, 2017 at 3:00pm. Peter Sibley revisited his concerns over the digging up of the Sugarloaf septic system by engineers and excavators working on the Raspberry Ridge project. Peter Byram agreed to have the repairs to the septic system completed in April 2017 at the sole expense of Raspberry Ridge.

b) Update on Raspberry Ridge: Peter Byram Indicated that the application to the Department of Energy and Environmental Protection (DEEP) will be submitted on or before February 9, 2017 and the application to the Middlefield Planning and Zoning Commission (P&Z) will be submitted on or before February 16, 2017. Peter Byram also indicated that application to the Federal Home Loan Bank will be in June or July 2017, and that approval (or denial) will be in December 2017. Requests for outright construction grants and interest subsidies will be part of this application. Discussion of Pete Sibley's email indicating that no Sugarloaf funds will be used to finance the predevelopment of Raspberry Ridge, resulted in the Commissioners agreeing that the only expenditure benefiting Raspberry Ridge that may be assumed by Sugarloaf is the installation of 1 or 2 new wells for the water system. Peter Byram expressed his displeasure in the fact that the amended assistance agreement is 28 pages longer than the original agreement executed less than two years ago. Peter Sibley was concerned over section 6.8 regarding comingling funds. Peter Byram indicated that using the Sugarloaf general operating account was fine, and was not considered comingling funds. The Commissioners reviewed the Memorandum of Understanding between The Middlefield Housing Authority and The Fresnel Group. Motion by Mark Gribko to continue paying Fresnel \$2,000.00 per month, seconded by Barbara Schiffert, motion carried.

New Business

a) Pete distributed his proposed calendar of 2017 Commissioner's meetings. Motion by Kathy, seconded by Mark. Calendar approved.

b) A motion was made by Mark Gribko to approve the following resolution;

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**WHEREAS**, pursuant to the Affordable Housing Program CGS 8-37pp, the Connecticut Department of Housing is authorized to extend financial assistance for housing development projects; and

**WHEREAS**, it is desirable and in the public interest that the Middlefield Housing Authority make an application to the State for \$300,000.00 in order to undertake the Predevelopment Loan activities and to execute a loan agreement.

NOW, THEREFORE, BE IT RESOLVED BY THE Board of Commissioners of the Middlefield Housing Authority;

1. That it is cognizant of the conditions and prerequisites for the State financial assistance imposed by Affordable Housing Program CGS 8-37pp.

2. That the filing of an application for State financial assistance by the Middlefield Housing Authority in an amount not to exceed \$300,000.00 is hereby approved and that Alma Elder, Chairwoman is directed to execute and file such application with the Department of Housing, to provide such additional information, to execute such other documents as may be required, to execute an Assistance Agreement with the State of Connecticut for State financial assistance if such agreement is offered, to execute any amendments, decisions, and revisions thereto, and to act as the authorized representative of the Middlefield Housing Authority.

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The motion was seconded by Barbara Schiffert, all in favor, motion carried.

The meeting adjourned at 4:27 P.M.

Respectfully Submitted,

THE MIDDLEFIELD HOUSING AUTHORITY

Peter B. Sibley, Executive Director