

MIDDLEFIELD HOUSING AUTHORITY

BOARD OF COMMISSIONERS

REGULAR MEETING, FEBRUARY 23, 2017

Present: Mark Gribko (Vice-Chair), Barbara Schiffert (Treasurer), Kathy Vincent (Resident Commissioner). Also in attendance was Peter Sibley (Executive Director), Peter Byram (Development Partner), Lesley Higgins-Biddle (LISC) and Cathy Branch (LISC).

The meeting was called to order at 3:00 P.M. by Mark Gribko.

Acceptance of Agenda

Pete Sibley suggested that the agenda be amended to include the one page "Discussion Topics" for Raspberry Ridge and Sugarloaf Terrace prepared by Pete Sibley. The agenda was accepted as amended.

Public Session/Comments

There were no members of the public in attendance.

Approval of Minutes

Minutes of the of the November 17, 2016, January 26, 2017 and February 2, 2017 were approved on a motion by Barbara Schiffert, seconded by Kathy Vincent, motion carried.

Correspondence—Resident Memos

Pete handed out a copy of the letter to be given to Peter Byram.

One resident had approached Pete with a request for a stop sign at the top of the hill. The Board instructed Pete to monitor speeding cars and install the stop sign if he feels it is necessary.

Executive Director's Report

- a) Financial Report: Sugarloaf is in good financial position.
- b) Waiting List: There are 67 applicants on the list.

Maintenance Report

- a) General Operations: Operations running smoothly.

- b) Buildings: Nothing to report.
- c) Grounds: 100% cooperation from the residents during the one big snowstorm in February.
- d) Water System: New water meter has been purchased.

Resident Commissioner's Report

Kathy Vincent inquired if Pete had hired a new Resident Services Coordinator (RSC) to replace Amanda. Pete informed the Commission that Michele Winchell from Durham will be our new RSC effective March 3, 2017. Michele has a degree in social work, is a licensed social worker, and came highly recommended.

Unfinished Business

a) Update on Raspberry Ridge: Peter Byram indicated that both the application to The Connecticut Department of Energy and Environmental Protection (DEEP) and the application to the Town of Middlefield Planning and Zoning Commission (P&Z) will be submitted by Wednesday, March 1, 2017.

Lesley Higgins-Biddle asked Mr. Byram about the plan for financing. Peter indicated that he was looking to the Federal Home Loan Bank (through Liberty Bank) for a \$750,000. outright construction grant, and another \$750,000. In interest credit subsidy. No other definitive sources of funds were offered.

Pete Sibley asked Lesley if she would be willing to speak before the Middlefield P&Z regarding the need for affordable housing. Lesley agreed, provided her schedule permitted it.

b) Update on Sugarloaf Terrace Rehab: Peter Byram indicated that he has met with Glen Davis from Liberty Bank regarding the financing for the Sugarloaf Rehab project. Mr. Byram commented that because the renewal of the HUD Section 8 contract will cover the full amount of the note, he would not be looking to the Federal Home Loan Bank (FHLB) for the grants he had spoken about in September. Pete Sibley questioned the logic, in that we pulled the plug on the CHFA application in September because of the possibility of grant money from FHLB. Mr. Byram indicated that FHLB would not give grants to both projects, and the extra money is needed for Raspberry Ridge. A full comparison of the financing options for the Sugarloaf Terrace Rehab will be reviewed with the Commissioners before a final decision is made of where to obtain financing.

Pete Sibley questioned Peter Byram about the timing of soliciting actual bids from general contractors so that he has concrete numbers for the bank. Mr. Byram indicated that whatever financing is selected, the amount requested will be adjusted to reflect the amounts of the actual bids.

Pete Sibley questioned what option is being considered for the Section 8 renewal, and spoke of his conversation with Christina Keune from the Connecticut Department of Housing (DOH). She indicated to Pete Sibley that she thought that a rent reasonableness study was expensive and not necessary. Peter Byram claimed that it was necessary according to Mike Santoro, Christina's boss at DOH. Mr. Byram could not remember the exact amount of the study, but gave a range of between \$2,000. - 3,000.

Architectural fees were discussed at length. All in attendance were looking for an explanation of how construction cost escalated so much between 2015 and 2017. Mark Gribko indicated that this was initially a moderate rehab project, and it is spelled out in both the agreement with the architect and the agreement with the development consultant. Costs rose so dramatically because the scope was being transformed into a full-blown rehab including relocation of the tenants. Pete Sibley handed Peter Byram a letter that he had drafted regarding the architectural fees. Lesley suggested that Tom Arcari develop a new proposal based on the current scope of the moderate rehab.

New Business

a) Pete Sibley reported that our long-time auditor, Al Rusilowicz, can no longer prepare our audit because he has taken a new position as the Finance Director for the Town of Middlefield. Cathy Branch has e-mailed Pete a list of five CPA's that do audits for other housing authorities around the state. Pete will solicit proposals after April 15.

The meeting adjourned at 4:01 P.M.

Respectfully Submitted,

THE MIDDLEFIELD HOUSING AUTHORITY

Peter B. Sibley, Executive Director