

Middlefield Housing Authority
Regular Board of Commissioners Meeting
June 27, 2019 3:00 pm
Sugarloaf Terrace, 61 Cedar Street, Rockfall, CT 06481

Present: Kathy Vincent (Resident Commissioner), Barbara Jean DiMauro (Chair), Barbara Schiffert (Treasurer), Marty Smith (Commissioner), Judy Smith (Secretary), Peter Sibley, Dina Jeffrey,

The Meeting was called to order at 3:00 by Barbara Jean DiMauro.

Approval of Agenda

Marty Smith made a motion to accept as is. Kathy Vincent seconded. Dina Jeffrey noted item #11 Executive Session needed to occur after adjournment. All agreed. Motion carried.

Approval of Minutes

Marty Smith made a motion to accept minutes as written. Barbara Jean DiMauro seconded. Barbara Schiffert requested the secretary sign minutes. Motion carried.

Correspondence—Resident Memos

Dina Jeffrey had one personal letter that would be shared in the Executive Session.

Property Manager's Report

- a) Dina Jeffrey reviewed financials and explained the fiscal year ends June 30, 2019. At that time the accountant will complete the yearly audit and make adjustment from reserves balance for payments made to Cowett for completion of water heaters.
- b) All water heaters have been replaced. The total cost was approximately \$24,000.
- c) Annual Picnic held June 21, 2019 was well done. All who signed up attended.

Maintenance Report

- a) General operations in order with Dina Jeffrey available two days a week.
- b) Leonard Pinz works 2 hours/week checking water meters. Peter Velieux is available to handle work orders filed.

Resident Commissioner's Report

- a) Picnic was enjoyed. Thank you.
- b) Landscaping works needs completion including trimming of shrubs, flowers cut back near walks for safety.
- c) Sidewalk repair is needed especially by building 2. Also Building #2 clothes line was not replaced, and hoses for building #2 and #3 need to be checked. Marty Smith made a motion for Dina Jeffrey, the Property Manager, to spend up to a maximum of \$2000 for the repair of sidewalks. Barbara Schiffert seconded. Motion carried.

Public Session

- a) Residents in attendance confirmed the picnic was enjoyed.
- b) Residents emphasize the need for sidewalk repair and request commissioners walk the property for a clear understanding of the site. Commissioners agreed to take a tour.

Unfinished business

A Resident Service Coordinator (RSD) has not been found. The position is for 6 hrs/week on Thursday or Friday to offset the hours the Property Manager is on site. Dina Jeffrey will see if Durham or another nearby town would share this position.

New Business None

Adjournment

Marty Smith made motion to adjourn at 3:30. Barbara Schiffert seconded. Motion carried.

Respectfully yours,

Judith L. Smith, Commissioner