

Middlefield Housing Authority
Sugarloaf Terrace, 61 Cedar Street, Rockfall, CT 06481
Teleconference Board of Commissioners Meeting
April 23, 2020 3:00 pm

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

Meeting was called to order at 3:03 by Barbara Jean DiMauro via Free Conference Call.

Approval of Agenda

Barbara Jean DiMauro made a motion to accept the agenda as written. Judy Smith seconded. Motion carried.

Approval of Minutes

Barbara Jean DiMauro made a motion to remove the designation of special as it was a regular meeting done via teleconference. Kathy Vincent made a motion to approve the minutes with this change. Marty Smith seconded. Motion carried.

Correspondence—Resident Memo

Dina received a formal complaint from a visiting healthcare worker regarding a resident not following required guidelines of social distancing. Dina agreed to write a note to the resident to stress adherence established guidelines and will retain a copy in her file. Dina will also write a follow-up response to the aide to assure them the matter has been addressed.

Public Session

No public in attendance.

Property Manager's Report

- a) Financial: Financial report for March 2020 reviewed. Barbara Schiffert made a motion to accept. Judy Smith seconded. Motion carried.
- b) Maintenance: After a review of bids on the retaining wall, Marty Smith noted the bids did not fulfill all the specifications included in the plan. Vendors have been asked to submit another quote to meet requirements by May 15, 2020. The board will review in the May meeting.
- c) Resident complaint filed last month is awaiting the opportunity for residents involved to meet in person with Dina Jeffrey and Barbara Jean DiMauro.

Resident Commissioner's Report

- a) Kathy Vincent Received the name and contact information of an individual interested in RSC position.
- b) Resident complaint noted of noisy neighbor.
- c) Building #2 enjoying the quiet in response to social distancing.

Unfinished business

- a) Retaining Wall: The incoming quotes will provide for a better product than original quotes.
- b) RSC Update: The hours Nancy Copeland is available are too late to be able to assist with necessary calls. Dina has reached out to Cheshire Housing, had position posted through Imagineers, and will contact person who has expressed interest to Kathy Vincent.
- c) Lanning Enterprises cleaning service presented. Initial cleaning of community room, kitchen, laundry room, bathroom including floors & windows is offered at \$240. Subsequent weekly cleanings offered for \$75/week. Lanning Enterprises services provides cleaning supplies. Dina will receive the W-9 and insurance certificate. Barbara Schiffert made a motion to hire Lanning Enterprises. Kathy Vincent seconded. Motion carried.

New Business

- a) Hand Sanitize stations installed outside laundry room & inside entry door. Foaming soap dispensers.
- b) Update by Marty Smith on individual to help with Small Cities Grant. Marty Smith has a referral from Robin Newton, Middlefield Town Planner. After discussion, Marty Smith agreed to prepare a draft contract which would hire the individual as a part time employee with no benefits. The board will review contract at May Commissioners meeting.

Adjournment

Barbara Jean DiMauro made motion to adjourn at 3:44. Barbara Schiffert seconded. Motion carried.

Respectfully yours,

Judith L. Smith, Commissioner