

Middlefield Housing Authority
Sugarloaf Terrace, 61 Cedar Street, Rockfall, CT 06481
Special Teleconference Board of Commissioners Meeting
June 25, 2020 3:00 pm

Present: Kathy Vincent (Vice Chair/Resident Commissioner), Marty Smith (Commissioner), Barbara Schiffert (Treasurer), Judy Smith (Secretary), Peter Sibley, Dina Jeffrey, Phuong Murray- Assistant Director of Rental for Imagineers, William McCaughey-Accountant

Meeting was called to order at 3:01 by Kathy Vincent via Free Conference Call.

Approval of Agenda

Kathy Vincent made a motion to accept the agenda as written. Marty Smith seconded. Motion carried.

Approval of Minutes

Marty Smith made a motion to approve the May 21, 2020 Special Teleconference minutes. Kathy Vincent seconded. Motion carried.

Property Manager's Report

Financial: Peter Sibley has agreed to approve monthly invoices, and code the bills. Imagineers will complete financials on the 15th of each month. Receivables will be caught up in July. Board members discussed moving the monthly board meeting from the third Thursday to the fourth Thursday of each month to allow time for receipt & review of financials. Dina will call Barbara Jean DiMauro to verify her availability. Marty Smith made a motion to accept as presented with the agreement of Barbara Jean Dimauro the change of the monthly board meeting to the fourth Thursday of each month at 3 pm. Kathy Vincent seconded. Motion carried.

New Business

a) Rehab Update: Shauna Simon-Glidden is providing good guidance. Peter Sibley & Marty Smith are meeting on Mondays to design a package to go out to bid. The bids will be used to apply for the Small Cities Grant. Ideas included in the initial plan are to add air conditioning, and washer/dryer hook ups. Kathy Vincent confirmed the residents' desire for these amenities. Also noted was inclusion of roll-in showers. The package will be reviewed for affordability.

b) Retaining Wall: The local business chosen did not have the required insurance coverage. The next company in line is updating their bid. The work will be delayed a couple weeks.

c) Shed repair: Peter Velieux is scheduled to cut off the lower section of the shed to inspect the sill. He will determine if it can be repaired and trim board added.

d) Tenants Meeting: Imagineers will conduct a monthly residents meeting to address items of concern. Notices of the meeting will be posted as well as placed in each resident's door. It will be held prior to monthly board meetings. The first meeting was held Tuesday June 23, 2020.

Adjournment

Marty Smith made motion to adjourn at 3:29. Kathy Vincent seconded. Motion carried.

Respectfully yours,

Judith L. Smith, Commissioner