

Middlefield Housing Authority  
Sugarloaf Terrace, 61 Cedar Street, Rockfall, CT 06481  
**Special Teleconference Board of Commissioners Meeting**  
March 26, 2020 2:00 pm

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

Meeting was called to order at 2:05 by Barbara Jean DiMauro via Free Conference Call.

Approval of Agenda

Barbara Jean DiMauro thanked Dina for organizing this is special teleconference commission meeting. Judy Smith made a motion to accept the agenda. Kathy Vincent seconded. Motion carried.

Approval of Minutes

Marty Smith made a motion to accept February 18, 2020 minutes as written. Barbara Jean DiMauro seconded. Motion carried.

Correspondence—Resident Memos

a) Memo from Imagineers, LLC regarding procedures and guidelines due to concerns of the Corona Virus reviewed.

b) A written complaint filed by a resident regarding verbal abuse from neighbors was received. Dina Jeffrey will initiate an investigation with all residents named. Dina will send a letter regarding the investigation of a possible violation of lease agreement followed by a call to get a statement from each resident. Rules of lease agreement will be reiterated. The board will review the information to decide on appropriate action.

Public Session

Resident Sue Zingle of #28 had called Barbara Jean DiMauro expressing concern that individuals were folding clothes & ironing in community room. Decision made to limit all activity to Wash & Dry.

Property Manager's Report

a) Financial: Financial report not available. Budget for 2020-2021 was reviewed. Marty Smith made a motion to accept. Judy Smith seconded. Motion carried.

b) Maintenance: Peter Velieux helping to wipe down community area. Restrictions in place due to Corona Virus.

Resident Commissioner's Report

a) Food Pantry supplies are low. Dina will discuss need with Sue D'Orvilliers of the Senior Center.

b) Dina had inquired of Nancy Copeland for the RSC position. She works full time, but would be available to work Tuesday evenings 4:30-6:30 & Wednesday evenings 5-7. Kathy will ask residents if these hours are agreeable. Residents have found her helpful in the past.

Unfinished business

a) Small Cities Grant. Marty received a recommendation from Robin Newton. He is following up with this individual and will present his complete finding including the cost at our next meeting.

b) PILOT. Marty Smith met with Ed Bailey and agreed to pay the amount paid last year. This will be reviewed again next fiscal year.

New Business

a) Virus Protection: Sue Zingle has voluntarily been cleaning the community room. Dina will inquire if Sue would like to be hired as a private contractor cleaning lady. Board discussed check signing during crisis. Kathy Vincent and Judy Smith agreed to continue current practice of signing checks.

- b) Retaining Wall: Multiple bids were reviewed. After discussion, Barbara Jean DiMauro made a motion for Marty Smith to talk with Kenneth Jay about replacing the retaining wall including all ancillary work for no more than \$7000.00. Kathy Vincent seconded. Motion carried.
- c) RSC: Discussed with Resident Commissioner's report. Nancy Copeland under consideration.
- d) Cleaning lady: Discussed under virus protection. Sue Zingle has been assisting. Dina to review with Sue Zingle.

Adjournment

Barbara Jean DiMauro made motion to adjourn at 3:14. Judy Smith seconded. Motion carried.

Respectfully yours,

Judith L. Smith, Commissioner