

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

Present: Barbara Jean DiMauro (chair), Marty Smith (Commissioner), Barbara Schiffert (Treasurer), Judy Smith (Secretary), Peter Sibley, Dina Jeffrey, Phuong Murray- Assistant Director of Rental for Imagineers, Sue Zingle (resident), John Rutka (resident)

Meeting was called to order at 3:05 by Barbara Jean DiMauro via Free Conference Call.

Approval of Agenda

Barbara Schiffert made a motion to amend the agenda to include a report from the Tenants Meeting under Property Manager's Report and to add Public Comment after the Approval of Minutes. Judy Smith seconded. Motion carried.

Approval of Minutes

Barbara Schiffert made a motion to approve the June 25, 2020 Special Teleconference minutes. Marty Smith seconded. Motion carried.

Public Comment

John Rutka wanted to review plans and bids on retaining wall. Barbara Jean DiMauro informed him that the Board of Commissioners is responsible for this decision, and it is not open to further review. Sue Zingle had comment on work on retaining wall. Both residents were instructed to bring any and all concerns to Dina Jeffrey. The Board has hired her to handle resident inquiries, and expect any issue to be addressed by her before any discussion with the Board.

Property Manager's Report

- a) General: A new superintendant is replacing Peter Velieux. He will be working 4 hours a week to address work orders. Lenny Pinz is flushing water heaters that have smelled. He is experienced and cost effective. The retaining wall is in process. Hydro Jetting prices are supplied for consideration as a preventive measure.
- b) Financial: Report in hand is June 2020. This ends the fiscal year. With the start of a new fiscal year in July 2020 no line items will be carried forward, and it will be easier to track any variances. Dina Jeffrey, Peter Sibley, and Imagineers are working as a team to assure accurate financial record keeping.
- c) Tenant Meeting Report: Meeting was productive with points of interest including a movie night, flushing of water tanks by Lenny, set-up of an emergency phone tree, removal of tree by unit #33(already completed), opportunity for fall/spring removal of old furniture to the dump. Dina will send a summary to the board. Board agreed Dina has the responsibility to handle without Board involvement.

Old Business

- a) Rehab Update: Chris Floyd, General Contractor of Imagineers, is gathering bids. Two architects are not interested, but other quotes are coming in. These are needed to complete the application.
- b) Shed Repair: The rotted wood is replaced, and new superintendant will paint.

c) Retaining Wall: Twin Oaks Landscaping, LLC is due to complete in about one week. The trees have been removed and materials are on site. Initial payment is due tomorrow for materials and final payment due upon completion.

Adjournment

Marty Smith made motion to adjourn at 3:48. Judy Smith seconded. Motion carried.

Respectfully yours,

Judith L. Smith, Commissioner