

East Hampton Housing
Chatham Acres
1 Governor Bill O'Neill Drive
East Hampton, CT 06424

A meeting was held on March 16, 2017 at Chatham Acres. The meeting opened at 4pm. Members present were Thomas Denman, Ann McLaughlin, Linda Nadeau and Judie Bobbi. Patricia Dufour was absent.

Minutes: A motion was made by Ms. McLaughlin to approve the Minutes of February 15th. Ms. Nadeau seconded. Vote was unanimous.

Public Comments:

None

Bills and Communication:

Deposit sent for Community Rooms furniture. It will be about 5 weeks before delivery
Maletta & Company CPA quote to do the cost certification for DOH and CHFA for the closing. Also, Ms. Bobbi asked for a quote for help with the new CHFA workbook. Ms. McLaughlin made a motion to accept the quote after Ms. Bobbi checks with some other housing authorities who have used them. Ms. Nadeau seconded. Vote was unanimous.

Quick Books will no longer support the 2014 version as of May 31, 2017. Ms. Bobbi noted she would like to be able to have the QB Pro 2017 used on the desktop and the laptop, still only one user and she will find out if there is extra cost to do this.

Wiles Architects send an amendment to the base contract for the Community Buildings additions due to more detailed and full book of specifications that will be needed to go out to bid with the CDBG. Ms. Nadeau made a motion to accept the amended contract. Ms. McLaughlin seconded. Board members would like to review the preliminary plans to make sure that they do not want any changes. Vote was unanimous.

Lenard Engineering invoice for work through March 3rd. Ms. Nadeau made a motion to pay. Ms. McLaughlin seconded. Vote was unanimous.

Cash Report:

Ms. Bobbi presented the Bank Reconciliation for the checking account and also the Construction Fund account for review. The reports will be filed for audit.

Old Business and New Business:

SSH is still targeted to close out in April; no date yet.

CDBG

Conservation Commission made a couple of requests regarding the two new catch basins be changed to Leaching Catch Basins and also the grassy swale to be designed to infiltrate some amount of storm water. Rip rap swale could also be used or it could be underlined with stone or very porous type of soil. Lenard Engineering has been informed of the request and will implement.

Public works would like us to look at pathway down to North Main St. and suggested we might want to do a gravel, paved or concrete pathway and he would be willing to maintain as far a brush growth and snow clearing.

The Housing Authority goes before IW again 3/29 and P&Z 4/5. P&Z has sent a letter for the Chatham Acres community building approval but need the 4/5 meeting for the Bellwood Site/Safety approval. Ms. Bobbi has collected letters of support from the Commission on Aging, the Town Department of Social Services and Representative Ziobron in support of the CDBG. Also, letters/notes from the residents of Bellwood and Chatham.

Vacancy: We have one opening that Ms. Bobbi discussed with the Board regarding family members wanting to provide financial help so that the person does not have to wait for a rental assistance apartment. Board members want to know if they will be conservators/ POA , how the bank account would be set up want a guarantee that three months rental be kept in the account at all times.

Tenant Commissioner:

Ms. Nadeau made note of the light switches in the Bellwood community room being off sync. Also, the automatic door on the outside is still not working properly; not opening. It needs an electrician to check it out. Ms. Nadeau also wants the top of her bathroom sink looked at and may need to be reset. Outside water faucet is missing the cover that goes over the opening. It may have come off in snow.

Ms. McLaughlin made a motion to adjourn at 6:07pm. Ms. Nadeau seconded.

Respectfully submitted by Judie Bobbi, recording secretary

CC: Board Members, Town Manager, Town Clerk, Town Council