

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

A meeting was held on March 21, 2018 at Bellwood Court. The meeting opened at 10am. Members present were Thomas Denman, Ann McLaughlin, Richard Sheehan, Linda Nadeau, Linda Brogan and Judie Bobbi.

**Minutes:**

Minutes from the February 21, 2018 reviewed. A motion was made by Ms. McLaughlin to approve. Ms. Nadeau seconded. Vote was unanimous.

**Public Comments:** None

**Bills and Communication:**

Ms. Bobbi had the emergency generator propane tank filled after the power outage at Bellwood Court. Snow removal for February bill from Grasshopper for \$6,000.

Fair Housing Training will be held on April 19<sup>th</sup> in Waterbury. Please email or call Ms. Bobbi if you plan to attend so a payment can be sent.

Public Finance Outlook Conference will be held on March 28 at Rentschler Field from 9am to 2pm. Ms. Bobbi and Ms. McLaughlin plan to attend.

**Cash Report:**

Ms. Bobbi presented the February 2018 Reconciliation. Members reviewed and it will file for audit.

Ms. Bobbi also plans to close out the Construction Fund account at Citizens and wire the balance to STIF.

**Old Business and New Business:**

Beth Brooks, CPA, from LLC Brooks Accounting met with Ms. Bobbi and Chairman Denman to discuss Fee Accountant services from her firm. She will be contacting us after the Board takes the vote on the Capitalization Policy and she receives the Trial Balance for 2017 and the last CDBG information. Ms. Bobbi will forward it after today's meeting. A motion was made by Ms. McLaughlin to adopt the policy. Mr. Sheehan seconded. Vote was unanimous.

General Release form regarding an employee's health insurance decision. A motion was made to by Ms. Nadeau to revise one sentence. Ms. Brogan seconded. Vote was unanimous.

Ms. Bobbi gave each member a copy of the Annual Report for 2017 and the updated Housing Directory. This information will also be sent to the Town Manager along with a copy of our 2018 approved budget and the end of the year financial statement.

Mr. Denman suggested we look at the Dedication Ceremony for the rehab work that was done and closed in January. We are looking to early May and will check with the Chairman on his work schedule.

Ms. McLaughlin asked Ms. Bobbi to contact Lenard Engineering to breakout just the cost of the sidewalk replacement from the site improvements that did not get approved for a CDBG.

Mr. Denman was called out for his job at 10:15am and asked Ms. McLaughlin to continue the meeting.

Ms. Bobbi requested approval to purchase a new all in one printer that is wireless for the office. Ms. Nadeau made a motion for the purchase. Mr. Sheehan seconded. Vote was unanimous.

**RSC:**

Ms. Bobbi reported that the RSC is continuing to work on the Energy Assistance.

**Tenant Commissioner:**

Ms. Nadeau asked if Ms. Bobbi heard any complaints from someone in the hall on Sunday. Ms. Bobbi commented that no one contacted her.

Ms. Nadeau stated that sometimes people come into the parking lot and just sit there parked. The Board suggested she call police and ask them to come check it out if she is concerned.

Ms. Nadeau would like the Board to check out a tree on the property next door that is hanging up on another tree due to the fact if it falls it most likely will come onto our property and damage the fence. Everyone will check it out at the end of the meeting.

A motion was made by Ms. Nadeau to adjourn at 10:45am. Mr. Sheehan seconded.

Respectfully submitted by Judie Bobbi, recording secretary

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