

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

A meeting was held on September 21, 2017 at Bellwood Court. The meeting opened at 6pm. Members present were Thomas Denman, Ann McLaughlin, Richard Sheehan, Linda Nadeau and Judie Bobbi. Patricia Dufour was absent.

The meeting started with a conference call with Bruce Whitaker of Millennium Realty to discuss the Maximum Mortgage Letter (MML) with the Board members before having Ms. Bobbi sign and send to CHFA. The document contained all the expenses of the renovations and showed the Housing Authority would be due back some funds to go back into our reserves when the Final Closing takes place.

**Minutes:**

The Board reviewed the minutes of the August meeting. A motion was made by Ms. McLaughlin to accept and Mr. Sheehan seconded. Vote was unanimous.

**Public Comment:**

One Bellwood resident asked about a table to do puzzles on that was the same as the square tables being used. Ms. Bobbi will discuss with our maintenance super, Dion to see what can best take of the request.

Another resident asked about what to do when a machine in laundry is not working so that everyone is aware of the correct procedures to follow. Ms. Bobbi will make up notices that can be placed on the machines and also some tips of prevention.

Also, the resident wanted to know if the Christmas tree was still in storage and if money is still available for holiday parties; which Ms. Bobbi noted this was money taken out of the laundry proceeds and it is available.

**Bills and Communication:**

The Chairman presented the two quotes received for the new signage at each property. After discussion and review a motion was made by Ms. McLaughlin to approve the yellow sign with blue lettering and gold accent on the posts for Chatham Acres and the blue sign with gold lettering for Bellwood Court. The motion included that the sign needed to be produced and delivered within 30 days. Mr. Sheehan seconded. Vote was unanimous.

Ms. Bobbi reported that the 3M umbrella policy that was required to be added to our insurance policy had been received and would add \$490 a year to our insurance. The Binder was signed and the insurance agent will send to CHFA.

**Cash Report:**

Ms. Bobbi presented the Reconciliation for the Adm Fund for review. The Construction Fund had no changes since July. The reports will be filed for audit.

**Old Business and New Business:**

A walk-about took place prior to the meeting with the Board members and Steve Parsons from Grasshopper Landscaping regarding work that should be done. Mr. Sheehan made a motion to have the work done and not to exceed \$4,500. Ms. McLaughlin seconded. Vote was unanimous. The Board asked Ms. Bobbi to obtain a revised quote on the work agreed upon.

Final Closing for SSHP will probably take place by next Friday, 9/29. We may have to wait for the RAP contract from DOH but it should have no impact on us if delayed for that reason.

Punch List items are nearly finished. The outstanding work needed is the 3 handicap units at Bellwood that need the door cut for access to the enclosed hot water heater. Ms. Bobbi will have Dion contact

Steve to get it taken care of asap. There are also 8 units at Chatham that need the small strip on the floor at the bathroom entry replaced with a flatter strip.

The Chairman gave a report on the meeting earlier today with Town Manager and Kyle Riley from Public Works regarding work on the drainage issue that was in the CDBG application that was not awarded. The Housing Authority would like to use some of the funds that may come back to our reserves to pay for materials as long as CHFA approves.

Vacancy: #30 at Bellwood still vacant.

**RSC** is finishing up the Renters Rebate and next month get started on Energy Assistance.

**Tenant Commissioner:** No report

A motion was made by Ms. McLaughlin to adjourn at 7pm. Ms. Nadeau seconded.

Respectfully submitted by Judie Bobbi, recording secretary

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