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BRANFORD HOUSING AUTHORITY

Board Meeting 2-18-2025

Meeting Minutes


BRANFORD TOWN CLERK

Location: 3 Block Island Rd, Branford, in the Community Room

Called to Order: 3:28

End Time: enter

BHA Board Members present: Jerry Mastrangelo, Vice Chair. Bonnie Ballantyne, Treasurer. Lori-lynn Ross, Secretary and Holly Hackett, Tenant Commissioner.

Beacon Employees present: ElimarNunez, Todd Florio, Johnathon Kopylec and John Elliott

Guests present: Larry Kleutsch (consultant to BHA Board), John Hartwell District 5 Sharon Hutner Branford Clean Energy and Planning & Zoning, and several residents and members of her team.

RTM and Ways & Means and Terry Elton (volunteer with BHA Board),

Sharon Hutner Branford Clean Energy and Planning & Zoning and one resident.

1. Review and Approval of the Last Meeting Minutes:

The meeting minutes were reviewed. A motion to approve the minutes was unanimously passed.

2. Status of Open Items from Previous Meeting:

Utility Usage Study -(Holly) Need to get more residents to fill out paperwork for study. Also, looking to raise the tenant utility allowance.

NEXT STEPS: Holly to follow up with residents and look into how we can get the allowance raised.

Cameras -(Holly, Ellie & Todd) Todd got a proposal for \$47,000.00 and is awaiting another by week's end. The problem is there is no electricity. Holly is also looking into getting wireless cameras .

NEXT STEPS: Holly putting together a system and Todd getting other proposals.

Gutter Repair- (Todd & Ellie) Beacon got 3 bids are going with The Gutter Guy's for repairs for \$3,270.00

NEXT STEPS: schedule work

Fire alarm - (Holly, Jenn, Ellie , John) We received an email from the fire marshall regarding responding to individual resident's fire alarms and common areas. There seems to be some confusion in the separation of the properties. We discussed having a meeting with the fire marshal and was asked by John Hartwell to include him in our meeting as a member of the RTM.

NEXT STEPS: Holly is checking the alarm company to understand what alarms are being dispatched. A meeting with the Fire Marshal, BHA, Beacon Communities, and John Hartwell to be scheduled.

Lifts - (Larry) Should be seeing the wire of funds coming in any day now. Once submitted we are looking at 4-6 weeks for delivery time and 2 ½-3 month's to install. Holly checked with residents and voted to have the batteries installed. Too many residents ,guests, medical and emergency personnel depend on the lifts to wait for the months to pass before installation.

NEXT STEPS: check on funding and follow up with a time frame once submitted.

Decks- (Larry)

Engineer came out and has concerns about the railings in different areas of (building C) that have rust. Further inspection was discussed to be able to take coverings off the railings to access repairs needed, the cost for inspection is

\$15,000.00. Larry brought up possibly looking to other sources for funding, like CHFA.

Energy Efficiency Project-(Ellie, John & Sharon)

Sharon will now be working directly with Ellie to finish the application process for the energy assessment to be done. John Elliott offered his email to CC 'd to assist and to be done by the end of the week.

NEXT STEPS: Ellie to finish and submit the application.

Community Room Upgrading-(Lori)

Lori has spoken with Carolyn Sires (Parkside Village 2's Community Outreach Liaison) John Elliott and Johnathon offered to help with painting, kitchen redo and possibly more.

NEXT STEPS: Come up with scope of updates, list of tables, chairs and other "wish list" items. Organize and coordinate support to be done.

Petty Cash- (Bonnie, Ellie & Lori)

Bonnie and Ellie met and discussed signing a W9 form for reimbursement.

NEXT STEPS: W9 form signed

3. Tenant Commissioner Report; (Holly)

We lost a resident, Mark C. His unit is being cleared out and should be a quick turn around. We now have 2 vacancies in building B. The other vacancy is in probate. We are having a problem with available parking spaces and have unregistered cars that need to be moved. Notice of leak in building C and mouse abatement needed. The washing machines and dryers continue to break causing more money and time spent by residents. Proper notice was given by Todd to the company to have machines removed. Peter Fousek mentioned a program where PV2 is eligible for utility upgrades through the Department of Energy & Environmental Resources. John Elliott also mentioned a program they just did to help with appliances.

NEXT STEPS: Follow up on vacancy update. Identify and remove unregistered cars. Mouse abatement scheduled for Friday, February 21st. Ellie to follow up on having replacement and dryers/washers installed.

Johnathon scheduled to look at the leak & review ceiling painting to be done..

4. Management Report- (Ellie)

- Received ERAP check for \$62,000. Ellie has a call with the billing specialist tomorrow (2/29/25) to go over the ERAP rent log so she can allocate payments to each person's ledger. We need to request our funding every six months.
- Contracted with a cleaning company to clean the community room and common areas). They will be coming every other week.

5. Financial Report- (Bonnie)

- The question of the subsidy money was answered by Ellie. Larry spoke about CHEFA .
- Bonnie, Nadim and Lori met with the auditor last month to go over the audit for 2022 and 2023, we approved it. We are just waiting for the final report to come through. The auditor is also going to give us a quote on preparing an audit for 2024 and possibly do a one year audit as opposed to a two year audit. We will see and compare pricing.
- We transferred \$10,000.00 from our checking account to our replacement reserve account. Bonnie did a working capital analysis after the year end and we were able to do that because we had about three months of operating expenses covered.
- We are on target with our rent according to the budget.
- There is a really large bad debt write off . Checking with Logan or Kara to see what that is.
- The month of January has a \$6,100 positive cash flow.
- Bonnie hoping to meet with Ebony on the day to day matters, along with Kara and Logan