

Minutes of the meeting of the Board of Commissioners of the Hamden Housing Authority held on January 9, 2020 at the Hamden Housing Authority office, 51 Worth Avenue, Hamden, CT. The meeting was called to order by Chairman Mary DeSarbo.

**ROLL CALL:** Commissioner Mary DeSarbo  
Commissioner, Marvin Michalsen  
Commissioner, Philip Goldblatt  
Commissioner, John Cabral, Jr.  
Executive Director, Hazelann Cook  
Deputy Director, Denise DeMaio  
Finance Director, Beth Brooks  
Maintenance Supervisor, Gabe Dadio

**ABSENT:** Commissioner Robin LaFrance

**PUBLIC OPINION:** None

**APPROVAL OF PREVIOUS MINUTES:** The Minutes from the November 14, 2019 and December 12, 2019 meetings were accepted as presented. Motion made by Commissioner Michaelson, seconded by Commissioner Goldblatt.

**EXECUTIVE DIRECTOR'S REPORT:**

**Residents Holiday and Annual Meeting**

Mrs. Cook reported that both events were very successful.

**Congregate Dining Room Floor**

Gabe Dadio reported that the new flooring in the Congregate Dining began to curl due to excessive moisture underneath. The theory is that the floor was originally sealed, but when the old tiles were abated, the grinding of the concrete removed the seal. The floor has been removed by maintenance and the new flooring as well as a moisture barrier have been provided by the flooring company at no charge. The floor will be laid this coming weekend by our flooring contractor.

**New Maintenance Truck**

The new truck is on the way and should be here in a few days. Gabe reported that the bed and plow are already at New Haven Body and once the truck is delivered it will be brought to them for installation of the dump body and V-plow. Gabe also reported that the new sander works great and came just in time for the ice storm several weeks ago.

**IN-HOUSE TREASURER'S REPORT**

Beth Brooks, Finance Director, reviewed the monthly bills and first quarter financial statements with the Board members.

## **CORRESPONDENCE**

Mrs. Cook reported a letter was received from the State, because HHA falls under the umbrella of the State Partnership Plan, that effective July 1, 2020 our new health insurance carrier will change from United Healthcare to Anthem.

Mrs. Cook next reported that she received a letter from DOH regarding the Pre-Development Loan for the Hamden Village Rehab Project, and DOH has extended the maturity date of the loan to 12/6/2021.

## **OLD BUSINESS**

**Washer & Dryer Report** – The collection for December 2019 was \$1,436.75.

**Congregate Housing & Assisted Living Update** – Beth Brooks, Finance Director, and Mrs. Cook are currently reviewing whether or not there will be a base rent increase in 2020 for the Congregate units.

**Centerville Village, Hamden Village & Mt. Carmel Village Updates** – Proposed base rent increases 2020 will be \$20 across the board as follows: Centerville – efficiency units \$330 to \$350 and one-bedroom units \$340 to \$360; Mt. Carmel – efficiency units \$340 to \$360 and one-bedroom units from \$350 to \$370. One-bedroom units for new residents only will increase from \$400 to \$420 at both Centerville and Mt. Carmel. At Hamden Village the two-story efficiency units – with the SRAP subsidy – will increase from \$634 to \$654. At Hamden Village the cottage units will increase as follows: – efficiency units - \$349 to \$369 and one-bedroom units \$441 to \$461.

**Affordable Housing Update** – Mrs. Cook reported that the proposed base rent increase at the affordable housing duplexes on Morse street will increase from \$800 to \$850. This increase will not affect any of the families there since several are subsidized and one family pays over the base rent due to household income. An analysis of the cost to rent these two-bedroom units at \$850 is still well below the typical two-bedroom market area price of \$1,050 to \$1,200.

The Commissioners have expressed that they are committed to keeping our elderly and affordable housing affordable, and all the rents – even with the proposed base rent increases – are well below the market area rents.

Both Gabe and Mrs. Cook reported that ten windows at one of the affordable units has been replaced. The remaining units – where the windows are now 30-years old – will also be replaced and we are currently researching the best options for the remaining units

**Section 8 Update** – Denise DeMaio reported she has begun working on the HUD 5-Year Plan. A review of the plans and goals is underway and she reported on the newly developed “Section 8 General Information Guide,” ongoing outreach meeting with landlords/real estate agents to provide a better understanding of the program, and our SEMAP High Performer Status. Commissioner Michalsen requested that there be some sort of signage posted in the main hallway at the Housing Authority Office to let people know that we are a HUD High-Performing Housing Authority. The entire Board was in agreement with Commissioner Michalsen, and we will look into this.

**Maintenance Update** – Mrs. Cook reported that we have hired another full-time maintenance person, and since we do all our own landscaping, snow removal, painting, etc. in-house, the hiring of an additional staff person made the most sense.

## **NEW BUSINESS:**

Safety Committee Meeting – Denise DeMaio reported that the next quarterly Safety Committee Meeting will take place on Wednesday, January 15, 2020 following the weekly staff meeting. Future plans for Safety Committee Meetings are presentations from Behavior Health Services for diffusing difficult situations, and a review of emergency escape routes/procedures.

**Election of Officers** – The election of Board of Commissioners Officers was held.

For the purpose of the election, Hazelann Cook, Executive Director, assumed the Office of Chairman of the Board of Commissioners.

Chairman Cook cast one ballot for the following nominations:

Office of Chairman – Commissioner Mary DeSarbo

Office of Vice-Chairman – Commissioner Marvin Michalsen

Office of Treasurer – Commissioner Philip Goldblatt

Office of Secretary – Commissioner Robin LaFrance

Office of Secretary/Treasurer – Commissioner John Cabral

Chairman Cook called for the nominations three times. Nominations were closed and the Secretary/Treasurer cast one ballot to accept the slate of officers as presented.

### **EXECUTIVE SESSION**

### **ADJOURNMENT**

The meeting was adjourned at 2:20 p.m.

Respectfully submitted,

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Robin LaFrance, Secretary  
1/9/2020