

**MINUTES**  
**Housing Authority of the Town of Darien**  
**Tuesday, September 22, 2015**

The Regular Meeting of the Commissioners of the Housing Authority of the Town of Darien was held on Tuesday September 22, 2015, at The Heights at Darien Community Room located 24 Allen O'Neill Drive, Darien. The meeting was called to order at 6:30pm.

Present were Commissioners Jan Raymond, Joe Warren, Lorraine Golino, Peter Bigelow, and tenant commissioner Jane Matthews. Also present were Nichole Jefferson, Property Manager, Co-developers Matthew Anderson, John McClutchy and Todd McClutchy.

**AON Association:** No Report

**Senior Resident Association:** No Report

**Minutes:** Minutes from July 28, 2015 and a correction to the May 2015 minutes were submitted and reviewed. Joe Warren motioned to accept the minutes as presented and Peter Bigelow seconded. All agreed.

**Paid Bill Reports:** Paid Bills for E187 July, August and September 2015 (thru 9/22) were reviewed and accepted as submitted by a motion from Joe Warren and seconded by Peter Bigelow. All agreed.

**Directors Report: (OTHH)** – Nichole Jefferson reported no vacancies at OTHH and the waiting list will remain closed until after the redevelopment. Nichole Jefferson also reported that there is one anticipated vacancy at OTHH for October 1<sup>st</sup>. The unit will not be re-leased.

**(Heights)** - Nichole Jefferson reported one (1) anticipated vacancy at the Heights. A waiting list applicant is being interviewed for tenancy. Nichole Jefferson also reported the waiting list remains open for one (1) bedroom, two (2) bedroom and three (3) bedroom 60% income tier units. All other income tier waiting lists remain closed.

**OTHH Snow Removal Contract:** Nichole Jefferson presented the snow removal bids for 2015-2016 winter. J & A Diversified Maintenance was selected as the snow removal vendor for all properties.

**OTHH Tree Report:** Nichole Jefferson reported one tree on the right of the community fund that needs pruning and one dead tree on the left of the community fund that needs to be removed. Corona Tree Service was selected to prune and remove the trees.

**216-218 West Avenue Certified Resolution:** Todd McClutchy presented the Certified Resolution on 216 & 218 West Avenue. Todd McClutchy reported the certified resolution is the funding agreement that authorizes use of the \$200,000 Department of Housing (DOH) funds to be used to renovate 216 and 218 West Avenue. Peter Bigelow motioned to accept the certified resolution as presented and Joe Warren seconded. All agreed.

**216-218 West Avenue Rents:** Nichole Jefferson reported the 2015 80% rents for a two (2) and three (3) bedroom rental based on the 2015 low income limits and the 2015 single family utility allowances. The two (2) bedroom 80% maximum rent is \$1475 and the three (3) bedroom maximum rent is \$1661. There was a discussion on the rental rates and tenant utility responsibilities of 216 and 218 West Avenue.

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Following the discussion the DHA commissioners voted in the rents for 216 and 218 West Avenue and tenant utility responsibility as follows:

Two (2) bedroom rental of 216 or 218 West Avenue will be \$1450 including trash removal, snow removal and landscaping. The tenant will be responsible for oil, electricity, water/sewer and cable.

Three (3) bedroom rental of 216 or 218 West Avenue will be \$1650 including trash removal, snow removal and landscaping. The tenant will be responsible for oil, electricity, water/sewer and cable.

**216-218 West Avenue Update:** Todd McClutchy reported both houses are being prepped for interior painting and are anticipated to be ready for tenancy by December 2015. Todd McClutchy also suggested the DHA commissioners to consider putting a fence up near the perimeter of the houses.

**Redevelopment Update:** Todd McClutchy reported that all forms have been submitted to Department of Housing (DOH) for final funding. Todd McClutchy also reported that he had conversations with Bruce Hill about the additional benefits of utilizing a municipal use zone. Bruce Hill spoke on zoning regulations and the impact of the redevelopment.

**New Business:** No Report

**Old Business:** No Report

Joe Warren moves to adjourn public session and enter into Executive Session for the purpose of the discussion of personnel, contractual and tenant issues. Peter Bigelow seconds the motion. Meeting was adjourned at 8:05p.m.