

MINUTES  
Housing Authority of the Town of Darien  
January 22, 2013

A Regular Meeting of the Commissioners of the Housing Authority of the Town of Darien was called to order at 7:30 p.m. on Tuesday, January 22, 2013 in Room B-1 of the Darien Town Hall.

Present were: Commissioners Cyndy Ashburne, Joe Warren, Jan Raymond, Allen Delaney, and Peter Bigelow; absent was Property Manager, Ford Gardiner. Also in attendance were Co-developers Todd McClutchy, Arthur Anderson, and Attorney Ed Schmidt.

Minutes from the Regular Meeting of November 28, 2012 were approved without objection.

The Paid Bills Reports for December 2012 and January 2013 (through 1/ ) for AON Development and Old Town Hall Houses were accepted as submitted on a motion by Joe Warren.

The 2013 Schedule of Meetings for the Darien Housing Authority unanimously passed on a motion by Joe Warren. Joe Warren reminds the commission that it is required to submit this schedule to the Town Clerk.

Election of Officers: The annual election of officers was held. On a motion by Cyndy Ashburne the commissioners voted unanimously to elect the 2013 slate of Officers as proposed by Joe Warren:

Chairman – Jan Raymond  
Vice-Chairman – Joe Warren  
Treasurer - Peter Bigelow  
Assistant Treasurer - Allen Delaney

Joe Warren and the commission would like to thank Cyndy for her years of service and recognizes that the Darien Housing Authority could not have accomplished what they had without her assistance. Cyndy states that it was an absolute pleasure working with all of the commissioners.

Income Limits for 2013 are dictated to the Darien Housing Authority for Old Town Hall Houses. On a motion by Joe Warren the commissioners voted unanimously to accept the Income Limits for 2013. It is unclear as to where the Income Limits originated. Upon review, Arthur Anderson questioned if the limits are correct because it seems that the Income Limits are based on AMI for 2012. Ed Schmidt will check into the possibility that the proposed Income Limits are higher than what they should be. AMI for our area has decreased by 10%, so therefore Income Limits should be lower. Before the Resolution can be signed, it must be determined if the Income Limits for 2013 are correct.

Old Town Hall Houses Waiting List - Purge Letters were mailed in December 2012 with very few responds. We do need to open the Waiting List since we do have three vacancies. It was noted by Arthur Anderson that if we choose to open the Waiting List, it must remain open for 90 days. To open the Waiting List it is required to announce through the area newspapers and minority papers which are laid out by the State. Arthur Anderson has offered the plan, which has been approved by DECD that they had used to advertise for The Heights to be a guide when advertising for the opening of OTHH Waiting List. Advertising for the Waiting List must comply with the Fair Housing Act.

DECD rules have changed since the last time we had opened the list. It is most important that there is notification of availability to those who are “least likely to apply”. Arthur Anderson has suggested that once the plan for The Heights is approved, we can ask if the same plan can be used for the opening of Old Town Hall Houses Waiting List. Cyndy suggestion to postpone the Opening the Waiting List until it can be determined as to what format needs to be followed. On a motion by Joe Warren the commission agrees to begin the process, Peter seconds and notes with reviewing our procedure with the understanding that the results of this review will be brought back for a final vote to actually open the list.

Open Space Declaration - Approved by Jeremy Ginsberg, P&Z. Joe Warren moves to accept the First Minutes

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Amendment to the Open Space Declaration. By a motion from Joe Warren, the commission anonymously accepts the First Amendment to the Open Space Declaration.

Developers Permit Agreement for the Sanitary Sewer System – By a motion from Joe Warren, the commission anonymously accepts the Developers Permit Agreement for the Sanitary Sewer System.

Electric Distribution Easement was anonymously accepted by a motion made by Joe Warren.

These amendments or changes are Performa; we do not have a choice and it is necessary for us to approve them.

Executive Director – Old Town Hall Houses - The range for one of the vacant units has been delivered and the renovation will be completed by the end of the week. A move will take place very shortly. Two hot water heaters had also been replaced. The repairs of damage with respect to the tree, from Hurricane Sandy has been completed. We will have (3) available apartments, all which are on in second floor. One is remodeled but will need paint and carpet. The other (2) will need total renovations. It was previously agreed that we will proceed with these renovations when the apartments become available.

Redevelopment Update– Todd McClutchy and the Commissioners has scheduled a walk through of the Heights for Tuesday, January 29<sup>th</sup> at 8:30 am. Construction is proceeding expeditiously and construction is ahead of schedule on approximately half of Phase I and II. . All buildings in Phase I and II are up, with the exception of Community Bldg and Bldg #15. Those are slated to begin within two weeks. All other buildings are enclosed. They are working on the mechanical electrical and plumbing for those buildings. Kitchen cabinets have arrived this week, and are being installed. Installation of trim, flooring has been on-going. Buildings in Phase I and II will be completed in at least April or May. The remainder of Phase II building will be all is completed in May or June, if not ahead of time. Phase III will begin as soon as the existing residents are moved out into Phase I and II, which should start in June. Approximately 20 households on site and will be moving into Phase I and II. As buildings are completed, a temporary Certificate of Occupancy (CO) will be issued and tenants will be moving into those buildings. Moves will be scheduled giving a 30 day notice to the tenants. A temporary CO will be issued due to the inability to complete final landscaping and paving, which will be scheduled to be completed at a later date. Tenants will move in knowing those conditions not completed, and they will be completed as soon as weather cooperates. Jan Raymond had asked what is required for a final CO to be issued. Todd explained that in order to receive a temporary Certificate of Occupancy, it is necessary to have all safety and all help components completed. A final CO requires ascetics to be completed and signed off, which would comply with the original plans. At that time a permanent CO is then issued.

Arthur Anderson states that HUD has recognized that the AMI for Darien has dropped approximately 10% which reflect a change in the household income limits. Advertisement of the availability had to be stopped due to this change. The individual income tiers had decreased by approximately 5%. The marketing for The Heights has been delayed because DECD as yet to approve the marketing plan. Approval should be received by next week and marketing will then begin. Once approvals are in place, applications will become available, and the notification will be given to the media. Applications will be available in our office on Thursday, February 24, 2013. Applications can also be downloaded from the website or a hard copy mailed by request. Once 400 applications are received, the Waiting List will be closed.

Certification for existing residents will be completed in our Darien office by Ford Gardner. Each application will be inputted in the computer and checked by two or more persons along with a computer program. We expect that CHFA will allow us to certify the household once upon moving into the complex and then certify once during that first year.

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Allen-O'Neill Association – Gail DeFreitas asked about market rate apartments. Arthur Anderson states that there are two units that are designated to existing tenants. Once a unit becomes a 25%, 50%, or 60% income tier unit, it remains in that category. 80% is the limit of the amount of rent. It was asked if there will be a viewing for the returning tenants. No plans are in place as yet. A question was asked about the future of the two West Avenue houses. To date, there are no plans in place. The property is restricted for affordable housing.

The two West Avenue houses, 216 and 218, will continued to be owned by the Darien Housing Authority. The rents for these houses may not exceed Fair Market Rent. FMR is calculated at 80% of AMI as defined by HUD and CHFA. Forthcoming is the new Restrictive Covenant Property Declaration.

Meeting adjourned at 9:15 p.m. by a motion from Joe Warren.