

**DRAFT**

**MINUTES**

**Housing Authority of the Town of Darien  
May 28, 2013**

A Regular Meeting of the Commissioners of the Housing Authority of the Town of Darien was called to order at 6:30 p.m. on Tuesday, May 28, 2013 in Room B-1 of the Darien Town Hall.

Present were Commissioners Jan Raymond, Joe Warren, Peter Bigelow, Cyndy Ashburne, Allen Delaney and Property Manager Ford Gardner. Also present were Arthur Anderson and Todd McClutchy.

The Minutes from the regular meeting of April 23, 2013 were accepted as submitted by a motion by Joe Warren. Without objection, the Minutes were approved.

Paid Bills Reports - The Paid Bills Reports were accepted as submitted by a motion from Joe Warren. The Paid Bills through May 20 were accepted as submitted by a motion by Joe Warren.

Executive Director Report – Ford Gardner reported that Thomas Bourque of CHFA had completed his review of OTHH and had sent notification to the DHA that there were no deficiencies. Mr. Bourque also stated in his letter that the site was “stunning”.

The renovations at the house at 216 West Avenue will be completed within the week and the move of the tenants to be moving there will be scheduled with Helping Hands assistance in the packing process.

The Heights - Currently, thirty-one (31) leases for The Heights have been signed. Of all returning tenants for Phase One, three (3) are waiting for their buildings to be completed and two (2) are in the process of income certification. All of the 25% units and 50% in Phase One should be leased in approximately two weeks. For the 60% income tier, there are units available, and in the absence of enough qualified applicants, more marketing will be done for that income tier. There will be 58 units occupied at the end of Phase One.

Old Town Hall Houses - The renovation of Apt #26 at OTHH was completed with carpet installation on May 28<sup>th</sup>. The Waiting List was reviewed and the first three applicants who are capable of living on the second floor were contacted. Apartment #65 will be completed by the end of the week of May 27<sup>th</sup>. The DHA received an estimate to illuminate the flagpole at OTHH. The commissioners requested that Ford contact Darien Monuments and Ceremonies to discuss sharing the cost. Estimates are being gathered for the necessary painting work at OTHH. The holes in the sidewalks remaining from a prior sidewalk leveling process have been filled with gravel and will be filled with concrete as soon as the weather allows. Aavon Pest Control will be spraying the OTHH grounds for bees. The battery for the fire alarm system was replaced.

The waiting list for new OTHH candidates should be reopened in approximately one month.

Old Business – In a discussion about 216 and 218 West Avenue, Arthur Anderson said that he is working on a grant to offset both present and future work at 216 West Avenue and the extensive work needed at 218 West Avenue. The grant will likely take six months for a determination.

Redevelopment - There are two more buildings to get TCOs by the end of May, and then one more for July. Demolition of the remaining Allen O’Neill houses has commenced.

Senior Association - Allen Delaney reported that the residents wish to get shrubbery planted around the air conditioner units. Joe Strate has coordinating the bidding process, which will be reviewed and either approved or denied by the commissioners.

On a motion by Joe Warren, the Public Session was adjourned and the meeting moved into Executive Session for the purpose of discussion of personnel and contractual issues. With no business to be conducted after Executive Session, the public meeting was adjourned at 7:04 p.m.