

Meeting Minutes
Groton Housing Authority
Groton, Connecticut
February 26, 2020

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Pequot Village Community Room

Commissioners : Nancy Codeanne Chair, Robert Frink Vice-Chair, John Casey, Paul Filippetti, C.Cookson, Tenant Commissioner

Executive Director: Robert Cappelletti

Property Manager: Jamie Lee

1. Meeting was called to order at 3:00 P.M. by Chair Codeanne
2. Roll Call: Commissioners Frink, Casey, Filippetti and Cookson were present. 1 resident was in attendance.
3. Public Comment: No discussion
4. Tenant Commissioner: Commissioner Cookson reported tenants are not attending meetings. Meetings are posted in both community rooms as well as the newsletter well in advance of meeting.
5. A motion to approve the minutes of the meeting of January 22, 2020 was made by Commissioner Frink, seconded by Commissioner Filippetti. No discussion. Motion passed unanimously.

A motion to approve the minutes of the Special Board Meeting February 4, 2020 was made by Commissioner Frink, seconded by Commissioner Casey. Corrections to the agenda wording was discussed. Minutes approved as amended with one abstention.

6. Financials: A motion to approve the payment of the bills as presented was made by Commissioner Casey, seconded by Commissioner Cookson. The vote to approve the payment of the bills passed unanimously.

The monthly financials were reviewed. Clarification of the line item for Leasing Innovations was explained as well as Builders Risk Insurance which is a one-time charge of \$11,500. Discussion of the utilities expenses and why the utilities expenses recorded under budget due to the accrual of the previous year. There shouldn't be anything budgeted for January to avoid skewing the numbers for the rest of the year. Question of accrual and leaving it as a running accrual. This will be communicated with Haley Fetrow. Commissioner Frink asked if a resolution was required to authorize the payment of \$1,513,042.42 to the Greater Groton Realty Corporation (GGRC). It was

explained that resolutions for this, and other payments made from the proceeds of the PV Construction loan to the GGRC are not required since they were previously authorized by resolution 2019-5 which authorized the GHA to enter into a loan agreement with the Chelsea Groton Bank.

2019 Year End Financials: There is nothing to report at this time. With the construction loan in place, the management plan will be updated.

7. Executive Director Update

Construction continues on the two 8 unit buildings.

The closing with Chelsea Groton bank occurred February 13, 2020 and funds to pay outstanding invoices were distributed to vendors and contractors.

Construction meetings will now be held monthly.

Once the solar roofing work is completed and inspected by the town interior work will begin. Solar roofing work on building 35 is expected to be completed by mid-March. Geothermal work will commence shortly after the roofing is completed. This is expected to take 10 days.

The Executive Director continues to work with a local developer and master planners on development plans for Groton.

8 Property Manager Report and Resident Services Coordinator Report were reviewed.

Recertifications and SRAP Redeterminations for 2020 are underway. Paper work has been received from 39 residents with 26 remaining to be submitted. March 1, 2020 is the deadline. The RSC has been assisting residents in completing paperwork. GHA recertification will go into effect May 1, 2020 and SRAP redetermination will go into effect July 1, 2020.

Sixteen applications have been given out in the last month. This is an increase to 10 from last month. The wait list has approximately 7 applicants.

Interior finishes for Pequot Village buildings 31 and 35 are in the process of selected and ordered. The changes to the shed design, located at the end of building 31 to house the additional manifolds needed for geothermal, have been completed.

9. Old Business:

PVPH Model Building Update was reviewed during the Executive Director and Property Manager reports.

10. New Business

- The possible base rent increases as of May 1, 2020 were discussed. Residents were invited to attend this meeting to be informed of the rent increases. Currently the Efficiencies are \$275 a month and the proposal is to raise that to

\$300 while the One Bedroom/Doubles are currently \$325 that would be raised to \$350. Stratified rents will remain at \$400(efficiency), \$500(1 bedroom) and \$550 (1 bedroom double).

A resolution to adopt base rent increase will be presented at the next board meeting.

It will take approximate 4 years to catch up with Stratified Rents. We've stayed steady with 30% of adjusted gross income.

With the state SRAP program, GHA residents with lower incomes have benefited with lower reasonable rents.

- It have been communicated that the Town has received CDBG funds. GHA anticipates that CDBG funds may be available for Grasso Gardens.
- Commissioner Frink mentioned in the previous GHA January 2020 board meeting to discuss further the need for a 5 year capital improvement plan for the two GHA properties. Proposal was made to form a committee to investigate the need. Commissioner Frink volunteered to chair committee.

11. Motion to adjourn made by Commissioner Filippetti, seconded by Commissioner Cookson. Motion passed unanimously.

Meeting adjourned 4:20 P.M.

Respectfully Submitted,



Robert Cappelletti
Secretary