

Meeting Minutes
Groton Housing Authority
Groton, Connecticut

RECEIVED
TOWN CLERK'S OFFICE
2020 JUN 19 AM 11:23
RECORDED 10L
PAGE
Brian MacLanahan
TOWN CLERK, GROTON, CONNECTICUT

March 25, 2020

Pequot Village Community Room

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

Executive Director: Robert Cappelletti

Property Manager: Jamie Lee

Accountant: Hayley Fetrow

1. Meeting was called to order at 3:05 P.M. via a prearranged conference call due to the COVID-19 state precautions.
2. Roll Call: Commissioners Frink, Filippetti, Codeanne and Cookson were present. Commissioner Casey was absent. No residents were in attendance.
3. Public Comment: None
4. Tenant Commissioner: Commissioner Cookson reported tenants are curious about the two buildings under construction. News will continue to be sent to the residents through newsletters.
5. A motion to approve the minutes of the meeting of February 26 2020 was made by Commissioner Frink, seconded by Commissioner Filippetti.

Commissioner Frink made two comments; (1) In the Feb Check Register, the check written to the Greater Groton Realty Corp (GGRC) for \$1,513,042.42 was attributed to the HTCCP Capital Project. As was the check written to USI Insurance Services LLC for \$11,500. It was agreed that the attribution for these checks should be to the Pequot Village Passive House (PVPH) project. And all future checks for the PVPH project. Hayley indicated that she will make accounting enhancements to allow for the attribution changes. (2) Commissioner Frink then asked if check numbers can be printed on the check register. It was determined that this is not possible since the checks are written by the bank and are not transferred to the check register.

With those comments the motion passed unanimously.

A motion to amend the agenda, adding the approval of Resolution 2020-1 to be changed to number 6 on the agenda made by Commissioner Frink, seconded by Commissioner Filippetti. Corrections to the agenda wording were discussed.

6. Originally numbered 9(b) on the agenda. A motion to approve the Resolution 2020-1 which requests an increase in base rents for current residents who began their tenancy prior to April 1, 2017. Efficiencies \$275.00 to \$300.00. One Bedroom \$325.00 to \$350.00.

Those on Stratified Rents, who began tenancy after April 1, 2017, will remain at their current rates. Efficiencies \$400.00, 1 Bedroom \$500.00 and 1 Bedroom Double \$550.00

This is planned to go into effect May 1, 2020.

Motion to adopt this resolution made by Commissioner Filippetti, seconded by Commissioner Codeanne.

No discussion. Motion passed with Commissioner Cookson abstaining.

7. Financials

a. A motion to approve the payment of the bills as presented was made by Commissioner Filippetti, seconded by Commissioner Frink. The vote to approve the payment of the bills passed unanimously.

b. The monthly financials were reviewed.

Commissioner Frink made a comment on line 116, Cash Flow After Debt Service, of the Interim Statement of Operations. The To-Date Variance is listed as -1388187.23% which is not supported by the other figures on line 116. Hayley provided an explanation in her financial report and it was determined to leave it as is.

Hayley Fetrow left the meeting after review of the monthly financials.

Updates:

9. Executive Director Cappelletti

The Pequot Village Passive House development team has reinstated construction meetings monthly with administration. The general contractor continues to coordinate weekly meetings with the Architect and Project Manager monitoring progress and addressing work not specified in the drawings.

Solar roofing is completed. The Town Building Inspector has authorized the interior work to begin. Geothermal installation will begin in April and is expected to take approximately ten days. Leases are signed for the geothermal equipment.

Interior finishes have been selected and ordered. There may be some issues with delays in delivery as most materials are imported from China.

A meeting was held with Sue Cullen and Paige Bronk of the town planning department to review two grant opportunities they feel would be of assistance in updating Grasso Gardens. The 150k is earmarked for energy efficiency. A list of needed projects and costs has been compiled and the grant applications will be filed.

The COVID-19 Virus is being addressed. Notices have been issued to all residents in regard to the closing of the community room, prohibition of gatherings of more than 10 people and literature about social distancing. Residents have been advised about revised office hours and access to staff. Staff will continue to work in the office but will not conduct personal meetings or interviews. Staff will monitor phones, update the website and disseminate information on best practices regarding COVID-19 as it becomes available.

Office hours have been reviewed and because of less contact with residents the Office Staff hours will be reduced from 32 to 28.

9. Property Manager's Report and Resident Services Coordinator's Report were reviewed.

Recertifications and SRAP Redeterminations for 2020 are nearly completed. Paper work has been received from 39 residents with 26 remaining to be submitted. March 15, 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 of 10 from the previous month. Our wait list has approximately 7 applicants.

Interior finishes are being selected and ordered.

10. Old Business

- a. Reviewed in updates
- b. Resolution moved to number 6 for review and approval.

11. New Business

Commissioner Frink indicated that there should be a resolution to transfer \$1,513,042.42, as indicated on the February check register, to the Greater Groton Realty Corp (GGRC). That there was no such language in GHA Resolution 2019-5 as was previously thought. A motion was made to add the subject of a resolution to the agenda. Motion by Frink, second by Filippetti. Motion passed unanimously. Resolution 2020-2 was then formulated authorizing the GHA to transfer the \$1,513,042.42, and all future funds as needed, to the GGRC as the GHA's project manager for the PVPH project. Motion to approve by Filippetti, second by Frink. Motion approved unanimously.

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

Meeting adjourned 4:20 P.M.

Respectfully Submitted

A handwritten signature in black ink, appearing to read "Robert Cappelletti". The signature is written in a cursive style with a large initial "R" and "C".

Robert Cappelletti
Secretary