

# MIDDLEFIELD HOUSING AUTHORITY

## Board of Commissioners

Regular Meeting, 23 February, 2023 @ 3:00 pm  
Community Room, Sugarloaf Terrace  
61 Cedar St., Rockfall, CT 06481

Present: Judy Smith (Chair), Nadine Ernst (Secretary), Marc D'Orvilliers (Commissioner), Larry Messier (Resident Commissioner), Dina Jeffrey (Property Manager), Peter Sibley (Recertification Specialist)

1. Call to Order

Judy Smith called the meeting to order @ 3:03 p.m.

2. Approval of Agenda

Accepted as written.

3. Approval of Minutes of Previous Commission Meetings

Judy S., moved to accept the December, minutes; Marc seconded the motion. Minutes were accepted as written.

4. Public Session

Sue Z. advised community breakfast will be Mar. 15th, commissioners are invited.

After discussion of maintenance issues raised by Sue Z., board clarified all should be submitted to Dina as Work Orders, which she will prioritize for resolution.

5. Resident Commissioner's Report:

Unit 38 has soggy exterior outside back door, wheelchair gets stuck, Dina is aware and working to resolve.

Quarterly Tenants Meeting was held, 6 attended, several questions were asked regarding options tenants may have with renovations, rather than move to a staging apt., Dina/Peter will discuss cost of options (e.g. reduced workscope) with contractor.

6. Property Manager's Report:

Quarterly Tenant meeting

- Dina took several action items for specific units, will follow up
- Contractor will be asked to quote replacement of all doorknobs with lever-style handles
- Contract does not include updates to Community room at this time; pending funding, this could be planned in the future

Financial Report:

Status of accounts – same as last month. We are in good shape, work is progressing as funding permits. Schedule of work alters as weather, supplies permit and as makes sense (e.g. all windows done at once, rather than as units are done.)

Peter noted new resident began rent payments, has not yet moved in.

Repairs - Maintenance & Repairs - Contract line items errors noted, will be corrected.

7. Old Business

Rehab Update:

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Dina updated status of units 14 (bath), 16 & 23 (Interior Doors need attention), 16 (washer/dryer hook-up), re-keying all doors

Well & Septic: Peter still waiting ok by DPH & DEEP, after which quotes can be requested, contractor selected, then funds from grant can be released by the town. Peter will summarize status & expectations in letter to new first selectman.

### 8. New Business

#### Check Signers:

Judy, Marc & Nadine will stop in at Liberty Bank together to update signature "cards", will go again with Barbara Jean when she's available.

#### Washers/Dryers Purchase:

Vendor requested to remove old by 28 February. Replacement machines are ordered from STN, will be owned by MHA. STN will deliver & install. Budget already has a line item for machine income/expenditure.

#### Other:

Marc noted typos in Handbook, Dina will update.

Marc noted P.8 under House Rules, wording regarding washers/dryers in units needs to be updated to reflect hook-ups being installed.

Marc noted cost/load of community machines may need to be updated Once new machines are installed, and cost/load is determined.

By-Laws were last revised in 2012, review should be done. No action taken.

### 9. Adjournment:

Meeting adjourned at 3:45.

Respectively submitted,  
Nadine Ernst, Secretary