

# MIDDLEFIELD HOUSING AUTHORITY

## Board of Commissioners

Regular Meeting, 25 May, 2023 @ 3:00 pm  
Community Room, Sugarloaf Terrace  
61 Cedar St., Rockfall, CT 06481

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

1. Call to Order

Judy Smith called the meeting to order @ 3:02 p.m.

2. Approval of Agenda

Motion by Judy, 2<sup>nd</sup> by Larry, to accept as written. Approved.

3. Approval of Minutes of Previous Commission Meetings

Corrections to Executive Session minutes: Include full name of resident Susan Zingle. Judy moved to accept as corrected; Larry seconded. Minutes of Executive Session were approved.

Judy moved to accept April regular meeting minutes; Larry seconded; Minutes accepted as written.

4. Review of Meeting Procedures

- a. Executive Session clarified from CT State Freedom of Information Summary document received from Middlefield Town Clerk, specifically:

Executive Session can only be called by a member of the commission; Attendance / participation is limited to commissioners and any experts whose testimony is necessary for the topic. Reference the PDF attached here for details.



PublicMeetingsGuid  
de.pdf

- b. Meeting Procedures reiterated:

- i. Public comment is limited to 3 minutes per person only at the Public Comment section of the agenda.
- ii. Interruptions of the meeting at any other time will not be permitted, interrupters will be asked to leave the meeting.
- iii. Chain of command will be enforced: Residents with property issues will present them to the Resident Commissioner, who will present them to the board of commissioners at the appropriate agenda item.

5. Resident Commissioner Report

- a. Building 1 Smoke Alarm reset switch is still not working correctly, Dina will follow-up with contractor.
- b. Larry has resolved communications issues with Resident Services Director (Jennifer)

6. Public Session

- a. John Rutka reported the Replacement storm doors still have outstanding fit / function issues; Dina will discuss again / review with the installers:
  - i. Gaps between door edges and frames.

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ii. Tension settings need to be adjusted between glass / screen to facilitate proper closure.

### 7. Property Manager's Report

#### a. Financial Report

April Financials reviewed, status is same as last month regarding update plans (need to rebuild funding)

### 8. Recertification Specialist Report

#### a. Well Replacement Bids

Contract signed, lawn care provider will clear the area needed, work to begin in June to drill new well and connect to existing pipe.

#### b. Septic Replacement Status

4 Bids solicited; proposals due 6/16. One provider responded to date with questions, made a site visit. Peter will reach out to all 4 in early June to confirm receipt.

### 9. Old Business

#### a. Maintenance Issues Resolved

i. Unit 11 is empty & will be updated (floor, paint & light fixtures)

ii. Unit 19 will be empty at the end of June; we will evaluate for update requirements at that time.

iii. Hand railing will be installed along drive between parking & overflow parking lots, with concrete stanchions at each end, by Forman Welding & painted safety yellow

### 10. New Business

#### a. Picnic

Deli 66 agreed to cater on June 23<sup>rd</sup> @ 3:00 p.m. Our superintendent will put up tents & tables; Commissioners are invited to attend; Yard games welcome!

b. Resident & former Resident Commissioner Kathy Vincent passed away. Residents will host a memorial, Dina authorized to donate \$100.00 to a charity of the family's choice.

### 11. Adjournment

Motion by Judy, 2<sup>nd</sup> by Nadine; meeting adjourned at 3:39 p.m.

Respectively submitted,

Nadine Ernst, Secretary