

ELLINGTON HOUSING AUTHORITY

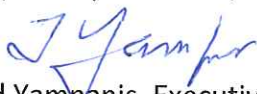
Special Meeting

January 9, 2018

RECEIVED  
18 JAN 31 PM 12:15  
ELLINGTON  
TOWN CLERK

- 1) Meeting called to order at 3:02 PM
- 2) Members present: Dennis Varney, Don Gessay, Bill Correia, Bob Ohrt. (Judy Plantier via cell phone). Also present: Bruce Fader and Ted Yampanis.
- 3) The Call and Waiver of Notice of a Special Meeting was signed by members present.
- 4) There was one response to the management services Request for Proposal due 1/2/18 and that was from Millennium Realty.
- 5) Atty. Fader presented proposed Evaluation Criteria for proposals which the board adopted. Millennium's proposal was reviewed with respect to these criteria. All board members present agreed that the proposal met the Evaluation Criteria. Accordingly, the board voted unanimously to accept the Millennium proposal pending execution of a contract for services. Ted is to send a letter of acceptance to Millennium. There was some discussion concerning creating an ad hoc committee of board members to review and make recommendations to the full board concerning the contract for services. Atty. Fader left the meeting at 4:05 PM.
- 6) Amendment to By-laws deferred to a future meeting.
- 7) The Fair Housing Action Plan was reviewed. Several revisions were proposed. In many places where the document requires the signature of Ted Yampanis, this should be changed to Executive Director or management services agent. Rent percentage should be 31%. The contact for complaints should be the Executive Director, the management services firm, or someone else.
- 8) No action was taken regarding a tenant issue.
- 9) Meeting was adjourned at 4:30 PM.

Respectfully submitted,



Ted Yampanis, Executive Director

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Regular Meeting

December 26, 2017

- 1) Meeting called to order @ 6:04 P.M.
- 2) Members present: William Correia, Don Gessay, Robert Ohrt, Judy Plantier and Dennis Varney. Also present: Ted Yampanis, Director and Gail Gessay, recording secretary.
- 3) The minutes of the Nov. 28<sup>th</sup> meeting were reviewed. Bob motioned to accept the minutes as corrected, 2<sup>nd</sup> by Judy. Motion passed.
- 4) Public forum: no one present.
- 5) Projects: the SSHP application has been approved in the amount of \$ 2,439,973. The next step is to have the plans and specifications brought from 90% completion (as submitted) to 100%. The update needs to be submitted to the state for final approval before the bidding process can begin.
- 6) Financial Matters: an ad was placed Dec. 8<sup>th</sup> for a Management Services proposal. Responses are due by Jan. 2<sup>nd</sup> but Ted has not received any calls yet. Ted sent a copy of the legal notice to Millennium. Bruce Whitaker will attend the next meeting regarding the renovations. The base rent increase proposals were passed around along with the income tiering changes. The tenants have been told of the increase. There's also a proposed utility allowance to discuss. This is being deferred to another meeting.
- 7) Unit vacancy report: fully occupied.
- 8) Maintenance: Dennis Varney suggested that Jeff make a file of every repair he does for each apartment.
- 9) Old Business: the Fair Housing policy needs to be reviewed and approved. This will be discussed at a special meeting on Jan 9<sup>th</sup>, as well as the bids. The apt #27 status will be discussed at a special meeting.
- 10) New Business: the Bylaws Amendments need to be updated. This will be discussed at the next meeting. Wayne Reynolds has left the board, so there is a Board Secretary vacancy. Bob motioned for Dennis Varney as Board Secretary, 2<sup>nd</sup> by William. Motion passed.
- 11) Meeting adjourned @ 7:45 P.M. The next meeting is scheduled for Tuesday Jan 30<sup>th</sup> @ 6:00 P.M.

Respectfully submitted,