

June 14, 2023

The Meeting of the Berlin Housing Authority was called to order at 5:25 P.M. by Chairman Bajorski. In attendance were Commissioner Turner, Matt Fontaine and Elizabeth Aheart of DeMarco Management. Attending via Zoom was Commissioner McDermott. Commissioners Yarincik and O'Brien were absent.

CALL TO ORDER: 5:25 PM

AUDIENCE OF CITIZENS: None.

SECRETARY'S REPORT: Commissioner McDermott moved to accept the Secretary's Report seconded by Commissioner Turner. All in favor. MOTION CARRIED.

MANAGEMENT COMPANY REPORT:

Matt Fontaine gave a summary of the financial reports. Vacancies are scheduled for occupancy which will increase revenues at both sites. But approval sought to transfer \$6550 from Percival's TD savings account into the operating account at Liberty Bank. Bank reconciliations were reviewed and approved for both sites as well. General maintenance for both properties was reviewed.

MOTION was made by Commissioner Turner and seconded by Commissioner McDermott to approve the transfer requested. All in favor. MOTION CARRIED.

MOTION was made by Commissioner McDermott and seconded by Commissioner Turner to accept the bank reconciliations and management report as presented. All in favor. MOTION CARRIED.

MOTION was made by Commissioner Turner and seconded by Commissioner McDermott to approve the air conditioner quotes requested for installation. All in favor. MOTION CARRIED.

OLD BUSINESS:

Knights of Columbus Project: Prepared to close transfer title. Awaiting decision from town and plan/zoning commission to approve this lot land adjustment re: encroachment issue. P&Z meeting 6/15 to approve/accept, following by Town Council meeting 6/20 for public hearing with 15 day appeal period with anticipated closing date between 7/11/2023-7/15/2023.

MOTION was made by Commissioner McDermott and seconded by Commissioner Turner to approve the requested for split costs on behalf of engineers. All in favor. MOTION CARRIED.

Trailer Park Status: Tabled.

Generator: Town engineer has referred another vendor to be able to get a quote for the concrete. Follow up.

Capital Needs Assessment: Paperwork has been signed but the CDBG application has been put on hold until the next round, so the Capital Needs Assessment has also been postponed until November 2023 to be considered up to date for the next round of applications.

Future Planning: Tabled.

Emergency Plan: Tabled.

NEW BUSINESS:

Aging Commission Meeting Attendance: Discussion, no action taken

Executive Session:

MOTION was made by Commissioner McDermott and seconded by Commissioner Turner to enter Executive Session at 5:55 PM, inviting Matt Fontaine and Elizabeth Aheart of DeMarco Management. All in favor. MOTION CARRIED.

MOTION was made by Commissioner Turner and seconded by Commissioner McDermott to exit Executive Session at 6:10 PM. All in favor. MOTION CARRIED.

Adjournment:

MOTION was made by Commissioner Turner and seconded by Commissioner McDermott to adjourn at 6:10 PM. All in favor. MOTION CARRIED.

Respectfully Submitted,
Matthew Fontaine
Recording Secretary

ATTEST TO:

Santina Turner

RECEIVED FOR RECORD 9/28/2023, 10:28:13 AM



BERLIN TOWN CLERK