

Fairfield Housing Authority
15 Pine Tree Lane
Fairfield, Connecticut 06825-3600

**Minutes of Special Call Meeting of the Board of
Commissioners**

**Meeting conducted by Conference Call
Monday, April 30, 2012 8:30 AM**

Attendees: C. Landsman, R. Waterman, A. Baumgardner, C. Martin, T. Sandor, M. Gurge.

The meeting was called to order at 8:32 AM where there was a quorum. The meeting was conducted via conference call.

C. Landsman requested that C. Martin explain to the Board the purpose for this Resolution #12-01.

C. Martin advised the Commissioners that this was a result of her initial assessment that the Authority was currently operating a deficit budget, and that the expenses allocated to salaries/positions were not supported by the revenue the Authority was receiving. Further, there were immediate changes needed to cost allocation methodology to properly allocate all expenses in accordance with property and program requirements.

C. Martin explained that her recommendation to retain Millennium Real Estate Services, LLC was for an interim period, and they would be providing services not to exceed a six month period. The Authority would subsequently solicit for a third party management firm in accordance with the Procurement Policy. In addition to traditional property management services, Millennium would be assisting the FHA in Asset Management Services for all of the property and programs the FHA operates.

C. Martin explained the draft revised budget sent to the Commissioners included several staff salary changes, re-allocation of remaining salary and the contemplated out sourcing to third party contractors for delivery of services which would reduce expenses. Ms. Martin stated that a more detailed discussion related to personnel matters could be discussed in Executive Session. Ms. Martin advised the Commissioners that a revised budget would be brought before the Board for consideration at a subsequent meeting.

C. Landsman reminded the Commissioners that the HUD field office has also urged the FHA to hire a third party professional management firm for Trefoil Court as the FHA has failed to timely respond to the MORs issued by Jeffco.

R. Waterman wanted confirmation on the ability of Millennium to participate in the future solicitation for Property Management Services. C. Martin confirmed that Millennium would not be precluded from responding to the solicitation.

A. Baumgardner stated he had reviewed the draft agreement and wanted clarification and/or revisions to the need of the ten dollar provision on page 1, paragraph, 3.3 and 3.9 and the insurance provisions in paragraph 4.2. A. Baumgardner stated that the agreement appeared to be “boiler plate” however he would like these items reviewed. C. Martin stated that the FHA’s general counsel would review the agreement prior to the execution of the agreement.

Mr. Baumgardner wanted to confirm that the compensation that Millennium would be receiving would be competitive and commercially reasonable. T. Sandor confirmed that the fee collected was competitive, and commercially reasonable.

R. Waterman requested that we insure residents be advised of the changes taking place with FHA staff, and wanted confirmation that remaining FHA staff would be available to continue to provide services consistently as currently established. C. Martin stated her intentions would be to make this transition seamless and would take the necessary steps to insure residents services were not interrupted.

C. Landsman, hearing no further questions, moved that Resolution 12-01 be adopted, and A. Baumgardner seconded the motion, and the vote was unanimous, Resolution # 12-01 was approved.

The Board recessed into Executive Session at 8:51 AM.

The Board came out of Executive Session at 9:17 AM and the Board immediately adjourned the Special Call meeting at 9:18 AM.