SHELDON oak

54 SOUTH PROSPECT STREET

HARTFORD CT 06103

BIMONTHLY BOARD MEETING (ZOOM/TELEPHONE

NOVEMBER 17,2020

**PRESENT**: John Maziarz, Chair; Cheryl Zeiner, Secretary; Bernadine Silvers; Walter Ricci; Jeremy Baver

 Marta Leal-Osorio

**ABSENT/EXCUSED**: Ralph Knighton; James Jeter

**STAFF**: Emily Wolfe, Executive Director; Emily River; Charlie McMonigle, Treasurer; Bruce Whitaker,

 Millennium Group; Trish Beatty, Bacon Congregate

The meeting was called to order at 5:06PM by John Maziarz.

The minutes of the September meeting were reviewed. Jeremy made a motion to accept the minutes as written. Bernadine seconded the motion. Motion was carried.

**BACON MANAGEMENT REPORT**: Trish

* A staff member recently diagnosed with COVID 19 has since recovered.
* Effective 1/1/21 the enclosed letter will be included in the Resident Handbook as it relates to sole resident requirement.
* The following motions were put forth for approval by the Board:

 --Approve Reserve Fund Withdrawal: $1200 to Martindale & Salisbury for kitchen counter

 Replacement in Apt 215

 --$3400 to Escano Carpet and Floor Maintenance renovations and floor replacement in

 Apt 215

 --&499 to S.K Lavery for replacement of stove in Apt 215

 -- $528 to Home Depot for replacement of refrigerator in Apt 215

 -- $1350 to Martindale and Salisbury for replacement of 2 back doors into building

 -- $11,500 to Martindale and Salisbury for replacement of metal railings on exterior

 handicap ramp and exterior stairs railing that were rusted and had come loose from

 the cement.

 --The balance in the Reserve Fund at present is $104,537, replenished by the money from the

 State in October.

* A motion was made by Walter and seconded by Cheryl to approve all of the approve withdrawals as well as the letter of sole occupancy mentioned above. Motion was carried.
* Trish also reviewed the enclosed summary of the reduced activity at Bacon as a result of COVID.

**MILLENNIUM MANAGEMENT REPORT**: Bruce

* Obligations have been met; all payables retired.
* One maintenance worker tested positive for COVID. Others have been quarantined and will be tested.
* Strict protocols being made.
* **OCCUPANCIES**: **MLK**: 2 applicants ready to move in as apartments become ready, meaning there will be 100% occupancy.
* **SHELDON/WYLLYS**: There are 4 vacant units. All but one will be filled by end of November. Fall cleanup has started

* **VINE STREET**: Lighting upgrades: $54,000 worth of LED upgrades with a $52,00

rebate. There are 3 vacancies with 2 identified applicants by December 1st.

* **REHOBOTH**: Rear deck is being replaced.
* **MARTIN/GARDENS**: There are 2 units vacant.
* **NHAH**: 7 vacancies. Vacancies will be

down to 4 by mid-December

Payables are nearly retired and cash flow is positive!

**EXECUTIVE DIRECTOR’S REPORT**: Emily Wolfe

* Emily introduced Rebecca Connor, new hire who is a part-time Development Associate
* Emily reviewed the previously distributed activity report
* Other activity described in report was Schiro Fund issue and resolution. Letter written by John to Emily clarifying Board’s policy was shared.
* HFPG letter and application resolution shared.
* HEDCO application enclosed in packet
* CHDO certification for DOH funding discussed
* MLK and NHAH, major part of 2021 pipeline, also discussed.

**FINANCIAL**: Charlie

* Report distributed. Charlie pointed out a few areas but income and expenses as expected.
* Next year’s budget was distributed and discussed as well. Walter made a motion to accept next year’s budget. Cheryl seconded motion. Motion carried.

John welcomed Rebecca and announced that there would be a regular Board meeting(virtual) on 1/26/21. No dinner this year because of COVID.

Cheryl made a motion to adjourn the meeting. Walter seconded the motion. Meeting adjourned at 6:15PM.

Respectfully Submitted,

Cheryl Zeiner, Secretary