

**MINUTES OF THE REGULAR MEETING
Of
The Board of Commissioners
Of
The Housing Authority of the City of Hartford**

**October 12, 2021
5:30 p.m.**

The Board of Commissioners of the Housing Authority (“Authority”) of the City of Hartford held a regular Board meeting on Tuesday, October 12, 2021, via remote participation in accordance with the provisions of Section 149, et seq, of Connecticut Public Act 21-2. The meeting was called to order at 5:31pm by Chairperson Jeffrey Stewart.

Commissioners, staff, and the public participated in the meeting by dialing in to the following call-in number and using the following phone conference ID:

[Click here to join the meeting](#)

**Call-In Number: 1 469-998-7233
Phone Conference ID: 976 753 393#**

I. Roll Call

Upon roll call, the following members were in attendance: Chairperson Jeffrey Stewart; Vice-Chairperson James Woulfe; Commissioner Patricia LeShane; and Commissioner Henry

II. Consideration of the Minutes of the Regular Board Meeting of September 14, 2021

A motion was made (Commissioner LeShane) and seconded (Commissioner Woulfe) to approve the minutes of the Regular Board Meeting of September 14, 2021. The motion was unanimously approved.

Consideration of the Minutes of the Special Board Meeting of September 22, 2021

A motion was made (Commissioner Woulfe) and seconded (Commissioner LeShane) to approve the minutes of the Special Board Meeting of September 22, 2021. Commissioner LeShane, abstained. The motion passed.

III. Report of the Chairperson

Chairperson Jeffrey Stewart welcomed everyone and thanked the Tenants, Executive Director and Staff for getting us through this past year.

IV. Report of the Executive Director

Ms. Annette Sanderson, Executive Director, welcomed everyone to today's Board of Commissioners meeting. She also provided the following comments and updates:

- Thanked staff, Commissioners, and residents for attending the meeting.
- We continue working on the repositioning of Mary Shepard over the foreseeable future.
- We have with us this evening Mr. Douglas Corning, Project Logic, LLC (HACH Housing Consultant), who later on will present the Annual PHA Plan for 2022 Resolution to the Board for their approval.
- You will hear from the Executive Staff later with updates and highlights from their departments.

V. Public Comment Period

There were no comments made by the public

VI. New Business

1. Resolution No. 2021-34: Regarding the Annual PHA Plan for 2022

A motion was made (Commissioner LeShane) and seconded (Commissioner Henry) to Adopt the Resolution. Mr. Douglas Corning, Project Logic, LLC (HACH Housing Consultant), presented the Resolution to the Board. After discussion of the Resolution the motion was unanimously approved.

VII. Old Business

There was no old business to discuss.

VIII. Staff Reports

Financial & Information Technology – Joshua Bird, Chief Financial Officer

- Rent Collection in September rose to \$368,825 (92%), a \$3.4k increase over August of 2021 and a \$27.9k increase over September of 2020. Overall rent collection over the current 12-month period remains ahead of the previous 12-month period by \$98.8k, but trails slightly in terms of percentage collected by 4.1%.
- For UniteCT, the Authority has received 13 payments to date for a total of \$68,658. The Authority has a remaining 72 applications pending, adding to that number weekly
- The LIPH program ran a surplus of \$20.9k in the month of August. For the year, the program maintains a surplus of \$503k. The surplus in the month was mostly attributable to expenses staying in line with budget and some excess revenue from the CARES Act grant.
- The HCV department ran a small surplus in the month of August, coming in \$4.2k over budget in net gain. For the year the program has a surplus of \$48.1k This is

mostly attributable to administrative grant revenues being earned at an above budget rate.

- The COCC ran a deficit in July of approx. \$39.1k. COCC revenues are highly dependent on one-time fees like developer fees and annual ground lease payments. So monthly revenue numbers can be uneven. For the year, the Central Office is running a deficit of \$110.9k.

Contract and Compliance Registry – Ben Bare, General Counsel

- Procurement continues working with NOVUS on the potential procurement solution.
- The sale of the scattered sites units approved for disposition by HUD is going well. The Authority has 6 properties currently on the market.
- The current Procurement Metrics and Legal Metrics are attached for reference.

Operations Department – Vanessa D’Alessandro, LIPH Occupancy Manager and John Williams, Director of Asset Management

- Property managers are transitioning to asset management and have begun taking on the day-to-day duties with contractors and vacancies
- Resident Services Coordinators continue with these efforts adjusting to any new needs that arise. Recently they communicated the availability of vaccines to our elderly population to be provided at one of our sites for accessibility
- We are finishing up the eligibility process for the last batch of 363 applicants contacted and will meet with another 100 waitlist applicants in mid-October to keep pace with available units.

Development and Capital Improvements – Elisa Hobbs, Development Director

Smith Towers

- Both cabs are now fully operational and being utilized by the residents of Smith Towers. However, the Authority was required to remedy a wiring issue related to the transfer switch for the generator, as well as water infiltration at the penthouse roof. The Authority is waiting on final State inspection and then will close out the project

Westbrook Development (Village at Park River)

- Phase II is nearing completion. Construction was completed under budget and the development team is working on the construction closeout and CHFA cost certification. All units were fully leased in July. August was the second month of stabilized operations. Conversion to permanent financing is scheduled for December.
- Phase III is progressing, with construction at 84% complete. The phase is currently on budget and ahead of schedule, with the first two of six total buildings now anticipated to be completed in late October or early November. The final building is expected to be completed in February.

Kent Apartments

- The Authority is waiting on final approval from the City and is anticipating closing out the project within the next couple of weeks. The Authority is also in the process of securing an energy efficiency incentive from CNG for the installation of the boiler.

***HCV/Section 8 - Katrina Ortiz, Housing Choice Voucher Program Manger
(Ms. Annette Sanderson, Executive Director, presented the HCV/Section 8 Report,
that was included in the BOC Packet)***

- HACH successfully completed the 2021 HCV Waitlist Lottery. We conducted this as a Public Lottery selecting 1500 pre-applications using [Random.org](https://www.random.org)'s Third Party Draw Service, and the information can be found at <https://www.random.org/draws/details/?draw=143911>. This is also posted on our website. The HCV Department will report next month with a demographics and other information pertaining to the selected pre-applicants.
- The HCV Programs had 6 families leave the program. 1 family voluntarily left the program adversely terminated and 5 being absorbed by other housing agencies and 1 passed away

IX. Adjournment

There being no further business, a motion was made (Commissioner Woulfe) and seconded (Commissioner LeShane) to adjourn the meeting. The motion was approved and the meeting was adjourned at 6:35pm.

Respectfully Submitted,

Annette Sanderson
Secretary/Executive Director