

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

**September 14, 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, September 14, 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: 501 733 694#

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 July 13, 2021

A motion was made (Commissioner Woulfe) and seconded (Commissioner Henry) to approve the minutes of the Regular Board Meeting of July 13, 2021. The motion was unanimously approved.

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:

- There was a ribbon cutting and groundbreaking ceremony at Village at Park River, on Wednesday, October 8th, it was well attended.

- We continue working on the repositioning of Mary Shepard over the foreseeable future.
- You will hear from the Executive Staff later on with updates and highlights from their departments.
- Thanked staff, Commissioners, and residents for attending the meeting.

V. Public Comment Period

There were no comments made by the public

VI. New Business

1. Resolution No. 2021-30 Regarding Approval of Retirement Plan Amendments

A motion was made (Commissioner Henry) and seconded (Commissioner Woulfe) to Adopt the Resolution. Ms. Annette Sanderson, Executive Director, presented the Resolution to the Board. After discussion of the Resolution the motion was unanimously approved.

2. Resolution No. 2021-31: Regarding Approval of the Amended Check Signing Policy

A motion was made (Commissioner Woulfe) and seconded (Commissioner LeShane) to Adopt the Resolution. Ms. Annette Sanderson, Executive Director, presented the Resolution to the Board. After discussion of the Resolution a motion was made (Commissioner LeShane) and seconded (Commissioner Woulfe) to strike the the second named Executive Director from Item 2. of the Resolution, which was referenced twice. The motion was unanimously approved.

3. Resolution No. 2021-32: Regarding Award for Stowe Village Roof Replacement Projects.

A motion was made (Commissioner LeShane) and seconded (Commissioner Henry) to Adopt the Resolution. Ms. Annette Sanderson, Executive Director, 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 August rose to \$365,408 (90.9%), a \$16k increase over July of 2021 and a \$39.8k increase over August of 2020. Overall rent collection over the current 12-month period has eclipsed the previous 12 months in dollars by 56.9k but trails slightly in terms of percentage collected by 4.2%. The Rent Collection Dept continues to push applications to UniteCT for residents. There are 64 applications currently pending with them. All eviction moratoriums have ended, but the Authority

continues to work with residents to get them current through rental assistance programs as well as offers of installment repayment agreements.

- The LIPH program ran a deficit of \$48k in the month of July. For the year, however, the program was running a \$481.8 surplus. The deficit in the month of July was mostly attributable to increased contractor costs for vacancy turns as well as July being a month with three pays in it, increasing costs in the month.
- The HCV department ran a slight deficit in July of \$48k. This is mostly contributable to contractor costs for program review as well as the third pay in the month of July. For the year, the program is running a \$29k surplus.

Contract and Compliance Registry – Ben Bare, General Counsel

- Procurement has re-engaged on the registry automation project with our virtual chief information officer - NOVUS.
- One other project we have going on the procurement side is the securing of a cloud vendor for the Authority. It appears that the Authority may be able to save administrative time and effort as well as money in utilizing the Connecticut Municipal Cloud.

Operations Department – Vanessa D’Alessandro, LIPH Occupancy Manager and John Williams, Field Operations Manager

- The Low-Income Public Housing Occupancy Department will continue working with The Field Operations Department not only to achieve the continued occupancy goals but to have a consistent, ongoing plan to maintain at a minimum the occupancy rate of 96%.
- The Occupancy Department completed it’s in person meetings with the 324 applicants from the waitlist.

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.

Kent Apartments

- The Authority is waiting on final approval from the City and is anticipating to close 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 opened and closed the HCV waitlist. We received 9176 online applications and approximately 1050 paper application. We will be preforming a randomly selection and placing 1500 families onto the waitlist in the next month or so.

IX. Adjournment

There being no further business, a motion was made (Commissioner Woulfe) and seconded (Commissioner Henry) to adjourn the meeting. The motion was approved and the meeting was adjourned at 6:31pm.

Respectfully Submitted,

Annette Sanderson
Secretary/Executive Director