

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

**March 1, 2021  
5:30 p.m.**

The Board of Commissioners of the Housing Authority (“Authority”) of the City of Hartford held a Special Board meeting on Monday, March 1, 2021 via teleconference in accordance with Governor Lamont’s Executive Order 7B dated as of March 14, 2020. The meeting was called to order at 5:34pm by Chairperson Jeffrey Stewart.

Commissioners, staff and the public participated in the meeting by dialing in to the following conference call number 866-390-5250 and using access code: 2614983.

The call was recorded and made available to the public at

<https://www.hartfordhousing.org/Audio%20Recording%20of%20Special%20HACH%20BOC%20Mtg%201%20Mar%202021.mp3>

**I. Roll Call**

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

**II. Consideration of the Minutes of the Special Board Meeting of January 26, 2021 and the Special Board Meeting of January 29, 2021**

A motion was made (Commissioner LeShane) and seconded (Commissioner Woulfe) to approve the minutes of the Special Board Meeting of January 26, 2021 and the Special Board Meeting of January 29, 2021. The motion was approved by Commissioner Paddi LeShane and Commissioner Jeffrey Stewart. Commissioners Kevin Henry and James Woulfe abstained.

**III. Report of the Chairperson**

Chairperson Jeffrey Stewart welcomed everyone to today’s Board of Commissioners meeting. He also provided the following comments:

- Thanked all staff during Covid time.
- Introduced Commissioner Kevin Henry and Commissioner James Woulfe.

- Commissioner Patti LeShane welcomed Commissioners and stated she had another meeting and had to log off the call before 6pm.
- Commissioner Henry stated that he was excited to be on Board and looking forward to being part of the team.
- Commissioner Woulfe stated that he is pleased to serve on the HACH Board and looking forward to getting started and serving the community.

#### **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:

- Welcomed the two new Commissioners and encouraged them to complete the "Lead the Way" training course provided by HUD.
- Thanked staff for their hard work and dedication.
- Seven resolutions for discussion this evening
- Thanked in advanced Philippe Lindsay from Rubino and Company for the Presentation of Audited 2019 Financial Statement
- Thanked Maria Cintron for her service. It is her last week of work, has been with HACH for over 5 years and became Chief Operating Officer over a year ago.

#### **V. Public Comment Period**

There were no comments made by the public

#### **VI. Presentation of Audited 2019 Financial Statement by Mr. Philippe Lindsay from Rubino and Company**

Mr. Joshua Bird, CFO, Introduced Mr. Philippe Lindsay from Rubino and Company who presented a PowerPoint presentation of the 2019 Audited Financial Statement for the Authority. A copy of the report is on ShareFile.

**The meeting proceeded without Commissioner LeShane**

#### **VII. New Business**

1. Resolution No. 2021-07 Regarding Approval of Amendments to the Section 3 Policy A motion was made (Commissioner Henry) and seconded (Commissioner Woulfe) to Adopt the Resolution. Mr. Ben Bare, General Counsel, presented the Resolution to the Board. After discussion of the Resolution the motion was unanimously approved.

2. Resolution No. 2021-08: Regarding the Write-Off of Uncollectable Tenant Accounts Receivables in the Low-Income Public Housing Program A motion was made (Commissioner Woulfe) and seconded (Commissioner Henry) to Adopt the Resolution. Mr. Joshua Bird, Chief Financial Officer, presented the Resolution to the Board. After discussion of the Resolution the motion was unanimously approved.

3. Resolution No. 2021-09: Regarding Approval of the Extension of the Dutch Point Homeownership, LLC Promissory Note

A motion was made (Commissioner Henry) and seconded (Commissioner Woulfe) to Adopt the Resolution. Mr. Ben Bare, General Counsel, presented the Resolution to the Board. After discussion of the Resolution the motion was unanimously approved.

4. Resolution No. 2021-10: Regarding Amendment of Award of Contract for Emergency Response and Restoration

A motion was made (Commissioner Woulfe) and seconded (Commissioner Henry) to Adopt the Resolution. Mr. Ben Bare, General Counsel, presented the Resolution to the Board. After discussion of the Resolution the motion was unanimously approved.

5. Resolution No. 2021-11: Regarding Award of Contract for Vacant Unit Preparation

A motion was made (Commissioner Woulfe) and seconded (Commissioner Henry) to Adopt the Resolution. Mr. Ben Bare, General Counsel, presented the Resolution to the Board. After discussion of the Resolution the motion was unanimously approved.

6. Resolution No. 2021-12: Regarding Award of Contract for Virtual Chief Information Officer Services

A motion was made (Commissioner Henry) and seconded (Commissioner Woulfe) to Adopt the Resolution. Mr. Ben Bare, General Counsel, presented the Resolution to the Board. After discussion of the Resolution the motion was unanimously approved.

7. Resolution No. 2021-13: Regarding Approval of Amendments to the Disposition Approval for Certain Scattered Sites

A motion was made (Commissioner Henry) and seconded (Commissioner Woulfe) to Adopt the Resolution. Mr. Ben Bare, General Counsel, presented the Resolution to the Board. A motion was made (Commissioner Woulfe) and seconded (Commissioner Henry) to Amend section 1B under results clause of resolution to delete the word “to assist in future low- or moderate-income housing development, including costs associated with predevelopment, financing and other costs” and to replace that with “for affordable housing purposes in the future, including the development or rehabilitation of affordable housing.” After discussion of the Resolution the motion as amended was unanimously approved.

## **VIII. Old Business**

There was no old business to discuss.

## **IX. Staff Reports**

### ***Financial & Information Technology – Joshua Bird, Chief Financial Officer***

- Rent Collection rose in January again to \$353,411 (89.5% of billed); a \$12k increase from December and a \$21k increase year over year as compared to Jan of 2020. The LIPH program ran a \$30k deficit in the month of January. While that it is a deficit it is better than the budgeted loss for the month of \$68k. The COCC ran a deficit in January of \$29k. This is less than the budgeted deficit in part because of year end accruals, like HCV. The HCV department ran a surplus of nearly \$42k. Expenses

were a little lighter than usual just because of year end accruals which pushed some expenses into the prior year.

***Contract and Compliance Registry – Ben Bare, General Counsel***

- Procurement has been busy with the large contracts that appear on the agenda for the March special meeting. In addition to those, by the time the March meeting occurs we will have awarded contracts for our HCV and LIPH efficiency projects as well. Upcoming procurements include banking services, housing quality standards inspection services, security and fire systems maintenance and testing, vehicle preventative maintenance and repairs and a revamp of the emergency services contract. There are several large contracts which are anticipated to renew for their last extensions in 2021 as well which will set up a very busy 2022. On the legal side we have already had one financial closing (Willow Creek Phase 3) and anticipate another in April or May (Mary Shepard Place LIHTC). If Willow Creek and/or the Village at Park River are awarded 9% tax credits later this spring, we would anticipate closings for those as well.

***Operations Department – Maria Cintron, Chief Operating Officer***

- Continue focus on vacancy prep implementing HUD recommendations to reach the goal of 96% occupancy rate. HACH responds to the HUD Hartford Field office on a monthly or quarterly basis with an Occupancy Action Plan (OAP) due to rate being below 96%, under HUD minimum threshold. Due to the rate being around 90%, HUD has requested bi-weekly communications with the agency to discuss action plan. Complete, review and implement plan from the Uniform Physical Condition Standards (UPCS) inspections to increase the agency's HUD Real Estate Assessment Center-REAC scores. In collaboration with the human resources department explore the possibility of an internal apprenticeship program for skilled trades of HVAC and plumbing.

***Development and Capital Improvements – Elisa Hobbs, Development Director***

The Modernization Department manages and oversees the capital improvement projects for the Authority's low-income public housing portfolio, the sale and/or acquisition of real property and the development of vacant land owned by the Authority.

**Smith Towers Elevator Project** - Work is progressing on the elevator cab that is currently off-line ("Cab 1"). Cab 1 is 90% complete with approximately two-three more weeks before work commences on the second cab. The Cab 1 elevator doors have all been painted, with the interior Cab 1 finishes close to completion.

**Wardlaw Way Lobby Upgrades & Kiosk** - Stanley Construction, LLC will commence the improvements to the lobby at the main office on February 16<sup>th</sup>. HACH staff that are in close vicinity to the construction have been temporarily relocated to other areas within the building. The construction is anticipated to take approximately 8 weeks.

**Mary Shepard Place Rehabilitation Project** - The Authority is converting and rehabilitating 163 units of public housing located at five residential development sites, A Rental Assistance Demonstration (RAD) application was approved for 127 units at Mary

Shepard Place, 10 units at Bellevue Street and 8 units at Sanford Street. The conversion of 12 units at Martin Street and the conversion of 6 units at Capen Street are being accomplished via a Section 18 application and a RAD application, respectively. The total cost of financing the Redevelopment Project is estimated at approximately \$37M.

***HCV/Section 8- Katrina Ortiz, Housing Choice Voucher Program Manager***

- Our priorities for 2021 is to increase our utilization to support as many families as we can based on the allocated voucher and Budget Authority. We are also in the process of implementing a Partner Portal. The HCV Management Assistant continues to contact families and individuals that reach the top of our waitlist. In January 50 briefing letters went out to applicants who have reached the top of the RAD/PBV waitlist. We have currently 330 families on or Regular HCV waitlist. HACH has converted two developments Dutch Point Phase I & II totaling 90 units and Nelton and Nelson Apartments with 88 units. A total of **173** units occupied to date.

**X. 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 7:30pm.

Respectfully Submitted,

Annette Sanderson  
Secretary/Executive Director