

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

**December 11, 2018  
5:30 p.m.**

The Board of Commissioners of the Housing Authority (“Authority”) of the City of Hartford held a regular Board meeting on December 11, 2018. The meeting was held at the Housing Authority of the City of Hartford, 180 John D. Wardlaw Way, Hartford, Connecticut. The meeting was called to order at 5:34pm by Chairperson Marilyn E. Rossetti.

**I. Roll Call**

Upon roll call, the following members were in attendance: Chairperson Marilyn E. Rossetti. Vice-Chairperson Laura Settlemyer; and Commissioner Michael Abreu participated via teleconference.

The attendance sheet is attached

**II. Consideration of the Minutes of the Regular Board Meeting of November 13, 2018**

A motion was made (Commissioner Abreu) and seconded (Commissioner Settlemyer) to approve the minutes of the Regular Board Meeting of November 13, 2018. The motion was unanimously approved.

**III. Report of the Chairperson**

Chairperson Marilyn Rossetti welcomed everyone to today’s Board of Commissioners meeting.

**IV. Report of the Executive Director**

Ms. Annette Sanderson, Executive Director, welcomed everyone to today’s Board of Commissioners meeting. She wished everyone a Merry Christmas and Happy New Year.

**V. Public Comment Period**

There were no comments made by the public

**VI. Staff Reports**

Mr. Ben Bare, General Counsel, presented the Compliance Report to the Board of Commissioners. The Registry shows the Authority's status with respect to responding to the HUD Management Improvement Plan, Compliance Management Review and OIG Audit.

Mr. Tim Cifone, Deputy Director of Development and Capital Improvements, welcomed everyone to the meeting and presented his report, that was included in the BOC Packet.

Mr. Joshua Bird, Chief Financial Officer, welcomed everyone to the meeting and presented the 2019 Management Plan and Budget for the State Rental Program and the Low-Income Public Housing Program.

Ms. Maria Cintron, Occupancy Specialist Supervisor, presented her report that was included in the BOC Packet

Ms. Katrina Ortiz, HCV Supervisor, presented the HCV/Section 8 report that was included in the BOC Packet. She, also gave an update on the following:

- **Waitlist:** HCV waitlist was opened from November 1-6, 2018. They collected 9380 application by mail and walk-ins. Ms. Annette Sanderson, Ms. Julie Coelho, and Ms. Katrina Ortiz conducted the random selection of 750 applications on November 26, 2018. Letters to the selected lottery applicants will be mailed by the end of February.
- **Windsor on Main:** The Windsor on Main relocation project is almost completed only one family remains at the property.
- **Clay Arsenal:** The Clay Arsenal relocation project is almost completed. They currently have approximately 15 families that still need to submit request for Tenancy Approvals.
- **Westbrook Village:** Great progress has been made over the last 6 weeks and approximately 6 families are still left at the property.
- **HCV New Hire:** Vanessa Conception

Ms. Karen Cato, Resident Service Coordinator/Community Liaison, presented her report that was included in the BOC Packet.

Ms. Sanderson reported that the Extermination Report was included in the Board packet.

## **VII. New Business**

**Resolution No. 2018-40:** Regarding Award of Contract for Relocation Specialist  
A motion was made (Commissioner Abreu) and seconded (Commissioner Settlemyer) 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.

**Resolution No. 2018-41:** 2019 Management Plan and Budget for the State Rental Program

A motion was made (Commissioner Settlemyer) and seconded (Commissioner Abreu) to

adopt the Resolution. Mr. Joshua Bird, CFO, presented the Resolution to the Board. After discussion of the Resolution the motion was unanimously approved.

Resolution No. 2018-42: 2019 Management Plan and Budget for the Low-Income Public Housing Program

A motion was made (Commissioner Abreu) and seconded (Commissioner Settlemyer) to adopt the Resolution. Mr. Joshua Bird, CFO, presented the Resolution to the Board. After discussion of the Resolution the motion was unanimously approved.

**VIII. Executive Session to discuss potential disposition of Authority real estate.**

A motion was made (Commissioner Settlemyer) and seconded (Commissioner Abreu) to move the executive session to Item. 8 on the agenda. The motion was unanimously approved and the Executive

A motion was made (Commissioner Settlemyer) and seconded (Commissioner Abreu) to enter into Executive Session. The motion was unanimously approved and the Executive Session began at 6:16pm

A motion was made (Commissioner Settlemyer) and seconded (Commissioner Abreu) to come out of Executive Session. The Executive Session adjourned at 6:40pm. The Regular meeting resumed at 6:40pm

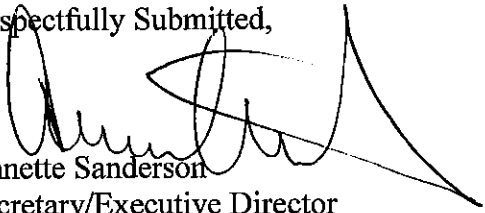
**IX. Old Business**

There was no old business to discuss.

**X. Adjournment**

There being no further business, a motion was made (Commissioner Settlemyer) and seconded (Commissioner Abreu) to adjourn the meeting. The motion was approved and the meeting was adjourned at 6:40 p.m.

Respectfully Submitted,

  
Annette Sanderson  
Secretary/Executive Director