

Minutes  
of the  
MERIDEN HOUSING AUTHORITY  
REGULAR BOARD MEETING  
Held on  
October 23, 2017

Chairman Cornelius Ivers called the Regular Board of Commissioners' meeting to order at 5:30 PM. As a quorum was present the meeting commenced.

**1. ROLL CALL:**

**PRESENT:** Cornelius J. Ivers, Chairman  
Carlos Ruiz, Treasurer  
Scott T. Griffith, Vice Chairman  
Lawrence Kendzior, Commissioner

**ABSENT:** Emely Morales-Varona, Resident Commissioner

**STAFF PRESENT:** Robert Cappelletti, Executive Director, and  
Jamie Urkevic.

**OTHERS PRESENT:** Hayley Fetrow, HSF Consulting, LLC.

**2. PUBLIC COMMENTS AND WRITTEN COMMUNICATIONS:**

None

**3. RESIDENT ASSOCIATION STATUS:**

**A. Community Towers Tenant Organization:**

None

**B. Yale Acres Resident Association:**

None

**4. PREVIOUS MONTH'S MINUTES**

**A. Minutes of the Annual Board of Commissioners' meeting held  
September 25, 2017.**

Vice Chairman Scott Griffith made a motion to approve the minutes of the September 25, 2017 Annual Board of Commissioners' meeting, Carlos Ruiz, Treasurer seconded the motion. A vote was called. The minutes were accepted. The vote was Ayes – 3, Nays – 0  
Abstention - 1.

Ayes - 3

Nays – 0

Abstain - 1

Cornelius Ivers, Chairman  
Carlos Ruiz, Treasurer  
Scott Griffith, Vice Chairman

Lawrence Kendzior, Commissioner

**B. Minutes of the Regular Board of Commissioners' meeting held  
September 25, 2017.**

Vice Chairman Scott Griffith made a motion to approve the minutes of the September 25, 2017 Regular Board of Commissioners' meeting, Carlos Ruiz, Treasurer seconded the motion. A vote was called. The minutes were accepted. The vote was Ayes – 3, Nays – 0 Abstention - 1.

Ayes - 3

Nays – 0

Abstain - 1

Cornelius Ivers, Chairman  
Carlos Ruiz, Treasurer  
Scott Griffith, Vice Chairman

Lawrence Kendzior, Commissioner

### **C. Minutes of the Special Board of Commissioners' meeting held October 4, 2017.**

Vice Chairman Scott Griffith made a motion to approve the minutes of the October 4, 2017 Special Board of Commissioners' meeting, Carlos Ruiz, Treasurer seconded the motion. A vote was called. The minutes were accepted. The vote was Ayes – 3, Nays – 0, Abstention - 1.

Ayes - 3

Nays – 0

Abstain - 1

Cornelius Ivers, Chairman  
Carlos Ruiz, Treasurer  
Scott Griffith, Vice Chairman

Lawrence Kendzior, Commissioner

## **5. TREASURER'S REPORT:**

### **A. September 9/30/2017**

Ms. Hayley Fetrow delivered financial presentation and discussion. Ms. Fetrow stated that this report is the first draft of year end financials. Slight changes anticipated attributed to AP and HAP payments. Ms. Fetrow reported HUD requires reporting on an accrual basis. Ms. Fetrow reported the year to date funds expended on relocation of Mills Memorial Tenants. Fraud recovery discussed. Figure was significant. Employee vacation accrual discussed as MHA reduced compensated absence carry over. Geothermal accounts receivable discussed as company is undergoing buy out. New geothermal company closing on loans for repayment purposes. Funding source requested various materials. Projected closing is Jan. or Feb 2018. No further discussion.

## **6. CHAIRMAN'S REPORT:**

None

## **7. MANAGEMENT REPORTS:**

### **A. Executive Director's Report:**

Executive Director R. Cappelletti reported to the Board. Executive Director Cappelletti reported Mills Memorial Apartments had been vacated. Currently clearing rubbish and are working with the City in regards to fencing to secure the premises. Additional lighting to be added to light the dark areas of the property. Discussion of 1,000 gallon oil tank removal. It was stated that MHA's position was City is responsible entity to remove ground tank. Executive R. Cappelletti reported the

expectation to turn property over to City on January 1. Discussion of Choice Neighborhood implementation grant. The City will be the lead working in conjunction with MHA and WRT. The ask is \$20,000,000. Reported this application will be the third time through the application process. Notice of award will be May – Sept 2018. Commissioner Kendzior suggested Congressional input including Senators and Congresswomen. Highlighting the work to date will be instrumental. Commissioner Kendzior also suggested the utilization of an outside source to audit the application prior to submission. Executive Director Cappelletti reported that HUD requested all Commissioners and Admin staff take online course called “Lead the Way.” The course discusses the fundamentals and oversights as well as public housing basics. HUD requested this be completed by July 2018. Course may prove to be very informative. Groton Housing Authority management reported as running smoothly. MHA being recognized for its outstanding work in affordable housing by CT Mortgage Banker’s Association. On November 28th Commissioners are being invited to attend the Annual Affordable Housing Breakfast.

**B. Resident Services Report:**

Report was submitted by Resident Service Director David Sunshine. Brief discussion of Winter energy conference. Energy incentive information will be sent to new Section 8 renters.

**8. EXECUTIVE SESSION: Development negotiations:**

Vice Chairman Scott Griffith made to adjourn into executive session, Treasurer Carlos Ruiz seconded the motion. A vote was called. The vote was unanimous. The board entered into Executive Session at 6:10 PM.

Chairman Cornelius Ivers made a motion to adjourn from Executive Session, Vice Chairman Scott Griffith seconded the motion. A vote was called. The board adjourned from Executive Session at 6:43 PM.

**9. NEW BUSINESS:**

None

**10. OLD BUSINESS:**

None

**11. OTHER ITEMS OF BUSINESS:**

None

**12. MATTERS NOT ON THE AGENDA:**

None

**13. ADJOURNMENT:**

Commissioner Lawrence Kendzior made a motion to adjourn, Treasurer Carlos Ruiz seconded the motion. A vote was called. The vote was unanimous. The Board of Commissioners meeting adjourned at 6:44 pm.

Respectfully submitted,

Robert Cappelletti  
Executive Director