

Minutes
of the
MERIDEN HOUSING AUTHORITY
REGULAR BOARD MEETING
Held on
November 28, 2016

Chairman Cornelius Ivers called the Regular Board of Commissioners' meeting to order at 5:32 PM. As a quorum was present the meeting commenced.

1. ROLL CALL:

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

EXCUSED ABSENCE: 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

C. Mills Memorial Apartments Tenant Organization:

None

4. PREVIOUS MONTH'S MINUTES

**A. Minutes of the Annual Regular Board of Commissioners' meeting held
October 24, 2016.**

Vice Chairman Scott Griffith made a motion to accept the minutes of the October 24, 2016, Regular Board of Commissioners meeting, Treasurer Carlos Ruiz seconded the motion. Commissioner Lawrence Kendzior noted that the minutes reflected him as having been absent. Commissioner Kendzior stated for the record that he had not received notification of the meeting as he had been sworn into office only hours prior to the meeting's commencement. With that amendment Chairman Ivers called for a vote. The vote passed unanimously. 4 - 0. The minutes were accepted.

Ayes - 4

Nays - 0

Cornelius Ivers, Chairman
Scott Griffith, Vice Chairman
Carlos Ruiz, Treasurer
Lawrence Kendzior, Commissioner

5. TREASURER'S REPORT:

A. October 2016 FYE 9/30/2016

Commissioner Kendzior stated that financial spreadsheets were not included in the electronically transmitted packet he had received although spreadsheets were included in physical board packet provided at meeting. Hayley Fetrow of HSF Consulting presented to the board. Ms. Fetrow stated budget to actuals are provided to the BOC on a monthly basis where both income and expenses as well as cash and any significant issues are detailed. Ms. Fetrow reported her submission to the BOC. Chairman Ivers requested inclusion of vendors list which Ms. Fetrow responded would be included within next month's board report. Interservice Agreement with Eversource briefly discussed. Section 8 program net restricted asset balance interpreted. No further questions or discussion.

6. CHAIRMAN'S REPORT:

None

7. MANAGEMENT REPORTS:

A. Executive Director's Report:

Executive Director Cappelletti reported to the Board. Executive Director Cappelletti reported a public hearing having been held at 3:00 pm for annual plan. HUD requested elaboration on development activities with the City as well as private. It was reported three citizens attended the hearing with good comments making for a positive meeting. At the conclusion of hearing annual plan was submitted to HUD. Discussion of Meriden Commons I and Meriden Commons II continued. EPC at Mills Memorial discussed. HUD has requested payoff of EPC loan funds be placed in reserve. R. Cappelletti reported SACS office discussed possibility of amending the Demo Dispo application. Continued discussion of Energy Performance Contract at Mills Memorial and its effect upon Phase I and Phase II. Detailed discussion continued.

B. Resident Services Report:

David Sunshine not present. Chairman Ivers questioned the Rock Church's weekly women's group activities conducted at Mills Memorial Apartments. Executive Director R. Cappelletti responded that the group does not solicit nor recruit; group volunteer to connect people with needs to specific services within the community.

8. EXECUTIVE SESSION:

None

Chairman Cornelius Ivers called for a motion to amend the agenda. Vice Chairman Scott Griffith made a motion to add Resolution 1079: Carlos Ruiz seconded the motion.

Resolution 1079 objective was to amend current utility allowance as more accurate figures became available. A vote was called. All in favor. The vote was unanimous.

9. NEW BUSINESS

A. RESOLUTION 1077: Acceptance and Approval of the Submission of the 5 year/Annual Plan.

Vice Chairman Scott Griffith made a motion to adopt Resolution 1077, Treasurer Carlos Ruiz seconded the motion. Director Cappelletti reported HUD requested the addition of development activities. A public hearing was held this afternoon. Hearing no further questions. A vote was called. The vote passed unanimously. 4 - 0. Resolution 1077 was adopted.

Ayes - 4

Nays - 0

Cornelius Ivers, Chairman
Scott Griffith, Vice Chairman
Carlos Ruiz, Treasurer
Lawrence Kendzior, Commissioner

B. RESOLUTION 1078: Approval and submission of the Section 8 Management Assessment Program. (SEMAP Certification)

Executive Director R. Cappelletti provided a brief description of SEMAP. Treasurer Carlos Ruiz made a motion to adopt Resolution 1078, Vice Chairman Scott Griffith seconded the motion. Brief discussion continued. A vote was called. The vote passed unanimously. 4 - 0. Resolution 1078 was adopted.

Ayes - 4

Nays - 0

Cornelius Ivers, Chairman
Scott Griffith, Vice Chairman
Carlos Ruiz, Treasurer
Lawrence Kendzior, Commissioner

C. Resolution 1079: Approval and Adoption of Utility allowances for Tenant-furnished utilities.

Electricity rate charge increased therefore utility allowance needed to be amended. Carlos Ruiz, Treasurer made a motion to adopt Resolution 1079, Vice Chairman Scott Griffith seconded the motion. No further discussion. A vote was called. The vote passed unanimously. 4 - 0. Resolution 1079 was adopted.

Ayes - 4

Nays - 0

Cornelius Ivers, Chairman
Scott Griffith, Vice Chairman
Carlos Ruiz, Treasurer
Lawrence Kendzior, Commissioner

10. OLD BUSINESS:

None

11. OTHER ITEMS OF BUSINESS:

None

12. MATTERS NOT ON THE AGENDA:

None

13. ADJOURNMENT:

Scott Griffith, Vice Chairman 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 6:32 pm.

Respectfully Submitted,

Robert V. Cappelletti
Secretary

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