

Minutes
of the
MERIDEN HOUSING AUTHORITY
REGULAR BOARD MEETING
Held on
October 24, 2016

Chairman Cornelius Ivers called the Regular Board of Commissioners' meeting to order at 5:35 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

EXCUSED ABSENCE: Emely Morales-Varona, Resident Commissioner
Lawrence Kendzior, Commissioner

STAFF PRESENT: Robert Cappelletti, Executive Director, David Sunshine and
Jamie Urkevic

OTHERS PRESENT: Hayley Fetrow, HSF Consulting LLC.

2. PUBLIC COMMENTS AND WRITTEN COMMUNICATIONS:

Maria Daigle 55 Willow St. apt 306S, Meriden CT 06450: Ms. Daigle addressed the board. Ms. Daigle reported the locking of the community room bathroom causing nuisance as well as the elevator intermittently not operating. Reported witnessing animal abuse.

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
September 26, 2016.**

Vice Chairman Scott Griffith made a motion to accept the minutes of the September 26, 2016, Annual Board of Commissioners meeting, Treasurer Carlos Ruiz seconded the motion. A vote was called. The vote passed unanimously. 3 - 0. The minutes were accepted.

Ayes - 3

Nays - 0

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

**B. Minutes of the Regular Board of Commissioners' meeting held
September 26, 2016.**

Vice Chairman Scott Griffith made a motion to accept the minutes of the September 26, 2016, Regular Board of Commissioners meeting, Treasurer Carlos Ruiz seconded the motion. A vote was called. The vote passed unanimously. 3 - 0. The minutes were accepted.

Ayes - 3

Nays - 0

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

**C. Minutes of the Special Board of Commissioners' meeting held
October 13, 2016.**

Treasurer Carlos Ruiz made a motion to accept the minutes of the October 13, 2016, Special Board of Commissioners tele conference meeting, Vice Chairman Scott Griffith seconded the motion. A vote was called. The vote passed unanimously. 3 - 0. The minutes were accepted.

Ayes - 3

Nays - 0

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

5. TREASURER'S REPORT:

A. August 2016 FYE 9/30/2016

Hayley Fetrow presented to the board. Brief discussion continued.

6. CHAIRMAN'S REPORT:

None

7. MANAGEMENT REPORTS:

A. Executive Director's Report:

Executive Director Cappelletti reported to the Board. Executive Director Cappelletti reported on the recent solicitation for general contractors for the 143 West Main St. development. Three very competitive bids had been received. Haynes Construction was named as the most responsible bidder and will be utilized for the application purpose. It was reported that should the grant be awarded, due to close scoring, a rebidding will be conducted for best and final as 80% drawings will be available at that time. LaRosa, Carabetta and Haynes were the three bidders. Scoring process

was discussed. No Resolution was brought before the board. Elevator repair at 144 Pratt St discussed. Repair parts have been ordered from Spain and repair is forthcoming. Assistance will be provided to those residents in need.

B. Resident Services Report:

No discussion.

8. EXECUTIVE SESSION:

None

9. NEW BUSINESS

A. RESOLUTION 1072: Acceptance and Adoption of Conflict of Interest Policy

Brief discussion. Vice Chairman Scott Griffith made a motion to adopt Resolution 1072, Treasurer Carlos Ruiz seconded the motion. A vote was called. The vote passed unanimously. 3 - 0. Resolution 1072 was adopted.

Ayes - 3

Nays - 0

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

B. RESOLUTION 1073: Approval and Adoption of Utility allowances for Tenant-furnished utilities.

Vice Chairman Scott Griffith made a motion to adopt Resolution 1073, Treasurer Carlos Ruiz seconded the motion. Brief discussion. A vote was called. The vote passed unanimously. 3 - 0. Resolution 1073 was adopted.

Ayes - 3

Nays - 0

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

C. Resolution 1074: Approval and adoption of Fair market Rents for Housing Choice Voucher Program.

Carlos Ruiz, Treasurer made a motion to adopt Resolution 1074, Vice Chairman Scott Griffith seconded the motion. A clerical error noted in content (year). Should have been 2017 not 2016. Resolution to be amended. No further discussion. A vote was called. The vote passed unanimously. 3 - 0. Resolution 1074 was adopted.

Ayes - 3

Nays - 0

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

D. Resolution 1075: Approval of write-off of Section 8 Stale Checks.

Scott Griffith Vice Chairman, made a motion to adopt Resolution 1075, Treasurer Carlos Ruiz seconded the motion. Checks must be voided. No further discussion. A vote was called. The vote passed unanimously. 3 - 0. Resolution 1075 was adopted.

Ayes - 3

Nays - 0

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

E. Resolution 1076: Selection of General Contractor for 143 West Main St. Development.

No Resolution brought forward.

10. OLD BUSINESS:

A. Amended Resolution 1067: Approval of collection write-off of outstanding debt for Mills Memorial Apartments and Community Towers Apartments.

Brief Discussion. Cause for amendment more accurate data available. Vice Chairman Scott Griffith made a motion to adopt Resolution 1067, Treasurer Carlos Ruiz seconded the motion. Brief discussion. A vote was called. The vote passed unanimously. 3 - 0. Resolution 1067 was adopted.

Ayes - 3

Nays - 0

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

B. Amended Resolution 1068: Approval of collection write-off of outstanding debt for Yale Acres and Johnson Farms.

Treasurer Carlos Ruiz made a motion to adopt Resolution 1068, Vice Chairman Scott Griffith seconded the motion. Brief discussion. A vote was called. The vote passed unanimously. 3 - 0. Resolution 1068 was adopted.

Ayes - 3

Nays - 0

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

11. OTHER ITEMS OF BUSINESS:

Penrose Properties presentation: Mills Memorial Apartments redevelopment:
Presenters: Tim Henkel, Principal, Charlie Adams, Regional V.P., Sandy Cloud, partner

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 6:55 pm.

Respectfully Submitted,

Robert V. Cappelletti
Secretary

seal