

Minutes  
of the  
MERIDEN HOUSING AUTHORITY  
REGULAR BOARD MEETING  
Held on  
February 27, 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  
Scott T. Griffith, Vice Chairman  
Carlos Ruiz, Treasurer  
Emely Morales-Varona, Resident Commissioner  
Lawrence Kendzior, 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 Regular Board of Commissioners' meeting held  
January 23, 2017**

Vice Chairman Scott Griffith made a motion to accept the minutes of the January 23, 2017, Regular Board of Commissioners meeting, Treasurer Carlos Ruiz seconded the motion. No discussion. A vote was called. The vote was 4 - 1. The minutes were accepted.

Ayes - 4

Abstain - 1

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

Emely M. Varona, Resident Commissioner

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

### **A. January 2017 FYE 9/30/2017**

Ms. Haley Fetrow presented a summary of the financial report to the Board. Ms. Fetrow reported above budgeted income directly related primarily to section 8. Increase HAP due to Mills Memorial coming off line. Those numbers are expected to even out next quarter. Business activities discussed. Increased expenses reported, related to 16 Colony St., renovations. 16 Colony St. will be rented beginning in April, offsetting the increase in maintenance expense. State of CT municipal retirement fund meeting taking place Wednesday. State will implement new transmission and administration through new plan module –scheduled for March 1<sup>st</sup>. Meeting will be attended. Brief discussion related to accounts receivable. No further questions and discussion.

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

None

## **7. MANAGEMENT REPORTS:**

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

Executive Director R. Cappelletti reported to the Board. 24 Colony St. anticipates full residential lease up by end of March. Commercial space reported to remain uncommitted for at this time. Yale Acres project reported to be progressing. Energy audits and value engineering currently underway. Close to submitting a contract to HUD (FHA lender) for approval. Next month bringing forward request to go before state bond commission for the 4% bonds. \$24m bond fund request. Meetings with Eversource continue. \$30,000 study fee previously reported had been waived by Eversource. Brief review of net metering reported by Executive Director Cappelletti. Community Center is targeted site of co-generation plant which will be gas, steam, solar or a combination thereof. Executive Director Cappelletti discussed luma panels and new low profile model which is less expensive as well as providing up to a 20% energy savings. In addition, Executive Director R. Cappelletti discussed the benefit received from the utilization of Section 3 work group in assembly process was job generation as opposed to cost savings. Discussion continued. Mills Memorial demo dispo approval and release declaration of trust received. Closing anticipated by end of March. First meeting with residents was held where resident parking was discussed. Demo team has been in contact requesting information on Mills Memorial property. It was reported that a verbal commitment was received by HUD that vouchers were in the works. Relocation team targets August as completion date. City sponsored Brownfield work underway. This process will remove contaminated soil and cap it. Parking lot gates and fencing will be completed after closing. Hanover Place projected closing date March 15. MHA/AEG awarded \$70,000 Solar in Community Challenge Grant to plan for \$500,000 for solar funding. CHFA announced two new positions, portfolio security and resident services coordinator liaison. ACOP draft to be presented to Board next month for review. Summary will be presented. ACOP document dictates the policies and procedures for the MHA's admissions and occupancy for Public Housing. Revisions are implemented to meet HUD recent changes in HUD regulatory requirements.

**B. Resident Services Report:**

None

**8. EXECUTIVE SESSION:**

A. Development and Contract negotiation.

Carlos Ruiz, Treasurer made a motion to enter into executive session, Emely M. Varona, Resident Commissioner seconded the motion. A vote was called. The vote was unanimous. The Board entered Executive session at 6:10 pm.

Scott Griffith, Vice Chairman made a motion to adjourn from Executive session, Carlos Ruiz, Treasurer seconded the motion. The Board adjourned Executive Session at 6:35 PM.

**9. NEW BUSINESS**

**A. Resolution 1080: Authorization and Approval to enter into ground lease.**

Scott Griffith, Vice Chairman made motion to adopt Resolution 1080, Carlos Ruiz, seconded the motion. Discussion followed. Chairman Cornelius Ivers made a motion to adopt amended Resolution 1080, Commissioner Lawrence Kendzior seconded the motion. Discussion continued. A vote was called.

The vote was 5 - 0. Amended Resolution 1080 is approved by unanimous vote.

Ayes - 5

Nays – 0

Cornelius Ivers, Chairman  
Scott Griffith, Vice Chairman  
Carlos Ruiz, Treasurer  
Emely M. Varona, Resident Commissioner  
Lawrence Kendzior, Commissioner

Attorney Gregg Burton provided summary of resolution via teleconference. Operating agreement for all LLC's MHA is a part of. MRH LLC Operating agreement to be delivered to BOC.

Emely M. Varona, Resident Commissioner questioned Exhibit D of operating agreement related to the one for one replacement. Specific to four bedroom replacement. Executive Director Cappelletti stated Pennrose would be notified.

**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 7:03 pm.