

**Minutes of the  
MERIDEN HOUSING AUTHORITY REGULAR BOARD MEETING  
Held on  
October 25, 2021**

Vice Chairman Scott Griffith called the Regular Board of Commissioners' meeting to order at 5:42 PM. Meeting held via video conference. As a quorum was present the meeting commenced.

**1. ROLL CALL:**

**PRESENT:** Carlos Ruiz, Treasurer  
Nancy Rosado, Resident Commissioner  
Scott Griffith, Vice Chairman  
Lawrence Kendzior, Commissioner

**EXCUSED ABSENT:** Cornelius J. Ivers, Chairman

**STAFF PRESENT:** Robert Cappelletti, Executive Director

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

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

None

**3. RESIDENT ASSOCIATION STATUS:**

**A. Community Towers Tenant Organization**

None

**4. PREVIOUS MONTH'S MINUTES**

**A. Minutes of the Regular Board of Commissioners' meetings held September 27, 2021.**

Commissioner Lawrence Kendzior made a motion to accept the minutes of the Regular Board of Commissioners' meeting held September 27, 2021. Vice Chairman Scott Griffith seconded the motion. No discussion. A vote was called. The vote was Ayes – 4, Nays - 0. The minutes were accepted.

Ayes - 4

Nays – 0

Lawrence Kendzior, Commissioner  
Carlos Ruiz, Treasurer  
Scott Griffith, Vice Chairman  
Nancy Rosado, Resident Commissioner

**5. TREASURER'S REPORT:**

**A. September 2021 FYE 12/31/2021**

Hayley Fetrow of HSF Consulting, LLC provided a brief overview. Ms. Fetrow discussed the FYE change to 12/31. Ms. Fetrow stated as HUD had approved a change to fiscal year end the months of Oct – Dec are called transition period. These three months will be added to the current 9/30 fiscal year. Ms. Fetrow reported with this change many fiscal reporting requirements have changed. The annual plan and financial statements will be effected. HUD suggested those three months should be treated as a standalone quarterly budget. A January 1 budget will be brought forward to the BOC in Nov or Dec. Ms. Fetrow stated the current twelve month report reflected positively. No questions or further discussion.

**6. CHAIRMAN’S REPORT:**

None

**7. MANAGEMENT REPORTS:**

**A. Executive Director’s Report:**

Executive Director Cappelletti reported. Executive Director Cappelletti reported on two specific items the housing Authority was currently working on. The HCV program over leased issue. Executive Director Cappelletti stated the issue was caused by 18 months of Covid where typical attrition of vouchers did not occur coupled with the lease up of the PBV programs located at Record Journal Building, Yale Acres and the Wysh House. MHA reported to be working with HUD local field office on a solution. Solution entailed shedding vouchers to other local surrounding authorities and the state voucher program who will absorb over leased vouchers. Financial impact briefly discussed. Work on Community Towers roof replacement continued with delays caused by radio tower undergoing renovation. Anticipated completion targeted for Nov. – Dec. Elevators to be replaced and qualified bids are being sought. CT staff attended REAC inspection training. Maintenance staff reported to be catching up on non-emergency work orders and cyclical repairs to property. Executive Director Cappelletti reported two units remain open at Hanover Place. MHA continues to work with VA to find qualified families. Main office undergoing IT improvements.

**B. Program Reporting Operations:**

None

**C. Resident Services Report:**

None

**8. EXECUTIVE SESSION:**

None

**9. NEW BUSINESS:**

None

**10. OLD BUSINESS:**

None

**11. OTHER ITEMS OF INTEREST:**

None

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

None

**13. ADJOURNMENT:**

Vice Chairman Scott Griffith made a motion adjourn. Treasurer Carlos Ruiz seconded the motion. A vote was called. The vote was unanimous. The meeting adjourned at 5:54 PM.