

**Minutes of the  
MERIDEN HOUSING AUTHORITY REGULAR BOARD MEETING  
Held on  
November 22, 2021**

Chairman Cornelius Ivers called the Regular Board of Commissioners' meeting to order at 5:40 PM. Meeting held via video conference. As a quorum was present the meeting commenced.

**1. ROLL CALL:**

**PRESENT:** Cornelius J. Ivers, Chairman  
Nancy Rosado, Resident Commissioner  
Scott Griffith, Vice Chairman (arrived at 5:47 PM)  
Lawrence Kendzior, Commissioner

**EXCUSED ABSENCE:** Carlos Ruiz, Treasurer

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

**4. PREVIOUS MONTH'S MINUTES**

**A. Minutes of the Annual Board of Commissioners' meetings held October 25, 2021**

Resident Commissioner Nancy Rosado made a motion to accept the minutes of the Annual Board of Commissioners' meeting held October 25, 2021. Commissioner Lawrence Kendzior seconded the motion. No discussion. A vote was called. The vote was Ayes – 2, Abstention -1. The minutes were accepted.

Ayes - 2

Abstain – 1

Lawrence Kendzior, Commissioner  
Nancy Rosado, Resident Commissioner

Cornelius Ivers, Chairman

**B. Minutes of the Regular Board of Commissioners' meetings held October 25, 2021**

Commissioner Lawrence Kendzior made a motion to accept the minutes of the Regular Board of Commissioners' meeting held October 25, 2021. Resident Commissioner Nancy Rosado seconded the motion. No discussion. A vote was called. The vote was Ayes – 2, Abstention -1.

The minutes were accepted.

Ayes - 2

Abstain – 1

Lawrence Kendzior, Commissioner  
Nancy Rosado, Resident Commissioner

Cornelius Ivers, Chairman

## **5. TREASURER’S REPORT:**

### **A. October 2021 FYE 12/31/2021**

Hayley Fetrow of HSF Consulting, LLC provided a brief overview. Ms. Fetrow stated that HUD advised MHA continue the Oct. – Dec. transitional period as previous budget. Ms. Fetrow reported to be in process of working on budget for next year Fiscal year. Commissioner Kendzior questioned close out of long term receivables for financial statement recording purposes. Detailed discussion continued. It was reported a January 1 budget was to 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 continued.

## **6. CHAIRMAN’S REPORT:**

None

## **7. MANAGEMENT REPORTS:**

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

Executive Director Cappelletti reported. Executive Director Cappelletti reported working with local HUD Field office and the Kansas City HUD office with regard to the over leased utilization issue through the Section 8 Program. Discussion of HUD utilization components discussed. Detailed discussion continued. Executive Director Cappelletti stated MHA continues to port vouchers to underutilized agencies. Community Towers roof replacement near completion with completion targeted prior to Dec. 15<sup>th</sup>. Discussion of Community Towers elevators replacement discussed. Executive Director Cappelletti stated a new RFP would be reposted in February. The main office IT improvements continue and payment source was discussed.

### **B. Program Reporting Operations:**

None

### **C. Resident Services Report:**

ED Cappelletti reported. Dave Sunshine applied for FSS grant for the Section 8 program. Mr. Sunshine continued working with CHC and COVID response and bringing services to Community Towers residents. Mr. Sunshine also provides supportive services contract work with Groton where he organized and assisted with the Resident Commissioner election, Windsor Housing Authority assisting with Resident Services, as well as offering supportive services to 24 Colony St. and Chamberlain Heights.

ED Cappelletti stated two units at Hanover Place remain vacant. Mr. Siebert continued to work with the VA to find qualified applicants.

**8. EXECUTIVE SESSION:**

None

**9. NEW BUSINESS:**

None

**10. OLD BUSINESS:**

None

**11. OTHER ITEMS OF INTEREST:**

None

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

Chairman Ivers requested review/discussion of Executive Directors employment agreement. All commissioners to review the proposed agreement and call for a special meeting mid-December.

**13. ADJOURNMENT:**

Commissioner Lawrence Kendzior made a motion adjourn. Vice Chairman Scott Griffith seconded the motion. A vote was called. The vote was unanimous. The meeting adjourned at 6:30 PM.