

**MINUTES OF THE REGULAR MEETING  
Of  
The Board of Commissioners  
Of  
The Housing Authority of the City of Hartford**

**April 12, 2022  
5:30 pm**

The Board of Commissioners of the Housing Authority (“Authority”) of the City of Hartford held a Regular Board meeting on Tuesday, April 12, 2022, via remote participation in accordance with the provisions of Section 149, et seq, of the Connecticut Public Act 21-2. The meeting was called to order at 5:39 pm by Chairperson Jeffrey Stewart.

Commissioners, staff, and the public participated in the meeting by dialing the following call-in number and using the following phone conference ID:

[Click here to join the meeting](#)

**Call-In Number: 1 469-998-7233**

**Phone Conference: 128 603 509#**

**I. Roll Call**

Upon roll call, the following members were in attendance: Chairperson Jeffrey Stewart; Vice-Chairperson James Woulfe; and Commissioner Paddie LeShane

Excused Absent - Commissioner Luz Calderon and Commissioner Kevin Henry.

**II. Consideration of the Minutes of the Special Board Meeting of March 15, 2022**

A motion was made (Commissioner Woulfe) and seconded (Commissioner LeShane) to approve the minutes of the Special Board Meeting of March 15, 2022. The motion was unanimously approved.

**III. Report of the Chairperson**

Chairperson Jeffrey Stewart welcomed everyone and thanked the Tenants, Executive Director, and Staff for being here this evening. He informed everyone that there would be no Executive Session this evening.

**IV. Report of the Executive Director**

Ms. Annette Sanderson, Executive Director, provided the following comments and updates:

- Greeted all Commissioners, Staff, Residents, and other guests.
- Thanked all for their support for the last couple of weeks.
- HACH is trying to normalize operations and come out of COVID.
- HACH is working on opening up their community rooms.
- John Williams and staff have done significant work in terms of making sure the community rooms are what they should be for future use.
- Community rooms are still locked, but we are allowing residents to use them for special meetings.
- We just don't want the community rooms to get crowded. They can be made available for special uses by contacting management.
- Discussed and referred to the letter sent to Mr. Stewart dated March 24<sup>th</sup> to HHTO organization. The commissioners were copied on this letter.
- The purpose of this letter was to remind HHTO where we are at and what needs to be done going forward and to get the conversation going.
- Everyone has been impacted for the past two years during the pandemic shut down.
- It's time to have HHTO elections and negotiate a new MOU.
- Thanked all for working together during the pandemic.

#### V. **Public Comment Period**

Mr. Wesley Stewart, Hartford Housing Tenant Organization (HHTO) President, made the following comments.

- He wants to have a meeting with HHTO members to discuss HHTO organizational matters.
- Thanked Commissioner Luz Calderon and welcomed her to the meeting (Commissioner Calderon was absent from the meeting)
- Mr. Stewart said, two years have gone by due to the pandemic and we look forward to having meetings in the community room.
- He thanked Ms. Sanderson for writing the letter and being helpful through this process.
- Ms. Sanderson thanked Mr. Stewart for his public comments.
- She suggested that Mr. Stewart reach out to legal aid, to see if they would help him with matters related to HHTO (MOU and elections).
- Ms. Sanderson asked Mr. Stewart if he had a representative at this point and Mr. Stewart said no. He is waiting to hear from Nancy Hronek (Greater Hartford Legal Aid). He will follow up with Nancy.
- Mr. Stewart will contact Ms. Sanderson when he hears from Nancy Hronek.
- Mr. Stewart asked if he could use the community room with social distance and use masks to hold HHTO resident meeting sessions.
- Ms. Sanderson stated that the community rooms are available for residents to hold meetings. We only ask that management is informed so that they could reserve the room.
- Ms. Sanderson stated that the critical thing here is that we need to have a good understanding of residents' needs and encourage HHTO to get legal representation sooner than later.

- There were no other public comments at this time and Commissioner Stewart thanked everyone.

## **VI. New Business**

1. Resolution No. 2022-09: Regarding Award of Contract 1012-22 for Legal Services  
A motion was made (Commissioner LeShane) and seconded (Commissioner Woulfe) to Adopt the Resolution. Mr. Ben Bare, General Counsel, presented the Resolution to the Board. After discussion of the Resolution, the motion was unanimously approved.
2. Resolution No: 2022-10: Regarding Amendment of Fee Developer Contract Approval  
A motion was made (Commissioner Woulfe) and seconded (Commissioner LeShane) to Adopt the Resolution. Mr. Ben Bare, General Counsel, presented the Resolution to the Board. After discussion of the Resolution, the motion was unanimously approved.

## **VII. Old Business**

There was no Old Business to discuss.

## **VIII. Staff Reports**

***Ms. Elisa Hobbs, Development Director, presented the Development report.***

### *Village at Park River*

- Pennrose/Cloud has completed the closing on phase 4 they have issued a notice to proceed to their general contractor Hanes.
- This particular phase will include the construction of about 60 residential units.

### *Mary Shepard Place (MSP) Rehabilitation Project*

- We are close to finalizing our negotiations with Michael's organization that was evidenced by the resolution that was just passed and so we continue to work with them on that.
- We continue to work with our architect Amenta Emma with their design. We continue to have meetings with the community advisory team as well as updating the Clay Arsenal NRZ and including our residents through this process.

### *Smith Towers*

- Roof replacement project has commenced they've completed the mastery of the parapet walls which was a concern just to avoid any of the loose bricks from falling down, so now they've completed that.

***Ms. Katrina Ortiz, Housing Choice Voucher Program Manager, presented the HCV report.***

Applied for a HUD expedited waiver PHA 2021-34 which invited PHAs to apply for specific operational flexibilities that were in place during COVID

We applied for three specific waivers:

**(1) Increase in Payment Standards During HAP Contract Term 982.505 (c)(4)**

- PHAs have the option to increase the payment standard for the family at any time after the effective date of the increase, rather than waiting for the next regular reexamination.

**(2) Terms of Voucher: Extensions of Term 982.303 (b)(1)**

- Allows PHAs to grant a family one or more extensions of the initial voucher term regardless of the policy described in the Administrative Plan. PHAs should ensure consistency with these requests and remain in compliance with the PHA's informally adopted interim standard.

**(3) Voucher Tenancy: New Payment Standard Amount 982.503(b)**

- PHAs may request an expedited waiver to allow for the establishment of payment standards from 111 to 120 percent of the FMR.

These waivers were approved, and the implementation would allow families on the program currently an extension beyond HUD's established 120-days to find a unit. It will also reduce any rent burden the family is currently experiencing, and allow HACH to subsidize units where rents are more expensive

HACH currently has about a third of our program experiencing a rent burden greater than 31% of the family's annually adjusted income.

***Mr. Ben Bare, General Counsel, presented the Contract and Compliance Report.***

- Procurement/legal is in the process of negotiating the master development agreement with Michaels in support of the Mary Shepard redevelopment as well.
- As I mentioned last month, on the legal side the final scattered site has been sold. The last bit of paperwork has come in and I posted our closeout report to HUD and to DOH. The closeout memo and a spreadsheet showing the proceeds from each property are attached to this report.
- Village at Park River Phase IV as well as a supplemental financial closing for Village at Park River Phase III (HTCC funds) closed.
- We are moving forward turning over maintenance at Martin Street to SOC and moving slowly toward closing there as well.
- The current Procurement Metrics and Legal Metrics were attached to the BOC report for reference.

***Mr. John Williams, Director of Asset Management, presented the Operations Department report (Ms. Annette Sanderson, Executive Director, presented the report to the Board)***

***ASSET MANAGEMENT REPORT***

- Asset managers worked with the contractors to turn over 1 vacant unit in AMP 006 and 4 units in AMP 015 and 001
- Asset Managers continue to work closely with the Occupancy department to keep the department up to date on vacancies, turnovers, and move-outs.
- Assistant Asset Manager, Nydia Rivera was hired for Scattered Sites, Stowe Village, New Community, and Mary Shepard Place

#### *ADMISSIONS AND OCCUPANCY REPORT*

- The LIPH Occupancy Department successfully opened its elderly (62+) waitlist November 2021. As of April 30, 2022 we continue to accept applications and will do so until we have a substantial number of applicants on our waitlist for Amp-006. We currently have 113 elderly applicants for the 0/1-bedroom waitlist. There is an open line of communication between the department and asset property managers to determine upcoming available units for us to promptly make unit offers accordingly.
- Community rooms are ready for residents to use for meetings. The floor at the Smith Towers is being changed due to poor quality of workmanship.

#### *Mr. Joshua Bird, CFO, presented the Finance Department report.*

- Rent Collection in March surged month over month to \$418,963 (109.8%), a \$67.5k increase compared to February of 2022 and a \$49.1k increase as compared to March of 2021. Overall rent collection over the current 12-month period remains ahead of the previous 12-month period by \$272.4k and pulled ahead for the 1<sup>st</sup> time in percentage collected by 0.3%.
- For UniteCT, the Authority has received 54 payments since July totaling \$293,103. The Authority has more than 160 applications pending. UniteCT has stopped taking new applications and has put an end date on how long they will continue to process current applications. Due to this change, Housing Courts have stopped requiring a UniteCT case number to process evictions.
- The LIPH program ran a deficit of \$120,453 in the month of February vs a budgeted loss of \$54k. The deficit is generally attributable to HUD reducing their estimated Operating Subsidy for the month, falling \$45k short of budget, and utility expenses in the heating season which ran \$78k over budget for the month. Both phenomena should be transitory. The deficit for the year is \$51k, better than the budgeted deficit of \$108.5k for the beginning of the year.
- The HCV department ran a \$19.1k surplus in the month of February, slightly below the budgeted surplus of \$24.6k. The surplus can be attributed to slightly higher than anticipated revenues but tempered by higher administrative fees related to port-outs. For the year, the department is running a \$73.8k surplus, higher than the budgeted \$49.3k surplus.

- The COCC ran a deficit in January of approx. \$31.9k. Expenses were under budget, however, revenues fell short primarily because of annual periodic payment timing. For the year the department is running a \$67k deficit compared to a budgeted deficit of \$59.8k, again primarily because of intermittent revenues.

**IX. Executive Session to discuss personnel matters**

There was no Executive Session to discuss personnel matters.

**X. Adjournment**

There being no further business, a motion was made (Commissioner LeShane) and seconded (Commissioner Woulfe) to adjourn the meeting. The motion was approved and the meeting was adjourned at 6:41 pm

Respectfully Submitted,

Annette Sanderson  
Secretary/Executive Director