

**MINUTES**  
**WEST HARTFORD HOUSING AUTHORITY**  
**Regular Meeting**  
**October 4, 2011**  
**Conference Room**

**COMMISSIONERS PRESENT:** Sheila Amdur, Janet Turco, Kate Robinson, Vladimir Kaplan and Raymond Rossomando

**COMMISSIONERS ABSENT:** None

**OTHERS PRESENT:** George Howell, CEO, Joel Rottman, Asset/Development Manager, Tracy Webber, Office Manager, Eileen Kozlowski, Section 8 Manager, Tim Sandor, Financial Consultant, Barbara McGrath, CULI, Andrew Daniels MAPPLAN and Edward Pease.

**The meeting was called to order by Sheila Amdur Chairperson at 4:00 p.m.**

**APPROVAL OF THE MINUTES OF SEPTEMBER 23, 2011**

On a motion by Mr. Kaplan and seconded by Mr. Rossomando, the amended Minutes of the September 23, 2011 meeting, were unanimously approved with a clarification requested by Ms. Turco, that was changed to be as follows: **Under Asset/Development Manager's Report, "the new generator was almost ready to be run with the added attenuation package."**

**FINANCE**

Mr. Sandor provided profit and loss statement balance sheets for the months of July and August, 2011. He reported that revenues from operations for the two-month period ended August 31, 2011 exceeded budgeted revenues by 50%; specifically, actual operation revenues totaled \$494,853 as compared to budgeted operating revenues of \$329,127 for the same period. Mr. Sandor reported that although development activities through the Cash Reserves and Development Service Funds, provided a net loss of \$27,096.00.

Questions were asked by Ms. Amdur concerning cost of benefits to employees and to the West Hartford Housing Authority. They were addressed by Mr. Sandor, stating that the Housing Authority was in-line with most Housing Authorities which have benefits at approximately 40% of salary per employee.

Ms. Webber, provided the Commissioners as requested by Ms. Amdur, a list of policies the West Hartford Housing Authority follows. Ms. Amdur reviewed the list with the Commissioners and decided several policies were in need of modification such as travel, check authorization signing policy, funds transfer policy and investment policy. Ms. Amdur asked Mr. Sandor and Ms. McGrath if they would assist in modifying these policies and they agreed. Ms. Robinson asked if a "press policy" existed, and perhaps if not, one should be created. Ms. Amdur asked if possible, some updates for the Commissioners to review at the next meeting. It was decided that the next meeting would be on November 1, 2011 at 4:00 p.m.

On a motion by Ms. Turco, seconded by Mr. Rossomando, **Resolution 2011-8, approving the transfer of Certificate of Deposits held by Merrill Lynch in Scottsdale AZ, to an**

**office in the West Hartford area and provide a written report at the next Commissioner's meeting**, was unanimously approved.

## **EXECUTIVE DIRECTOR'S REPORT**

### **Alfred E Plant**

Mr. Howell reported that the Day Care renovation is proceeding on schedule. The Day Care Center will be ready for re-occupancy by the end of October.

Mr. Howell reported that we expect to complete work on the Community Room by October 15<sup>th</sup>, allowing us to provide a secure and clean gathering place for residents.

Mr. Howell reported that we continue to meet every 3 weeks in an effort to keep residents better informed.

### **Elmgrove**

Mr. Howell reported that we are working on an analysis to study how to preserve and position the property for the future.

### **Other Development**

Mr. Howell reported that we continue to negotiate the scope of a letter of intent for a new development opportunity. In addition, we are discussing two other possible development opportunities within the Town of West Hartford.

### **Small Area FMR's**

Finally, Mr. Howell reported that we had, at HUD's request, prepared a financial analysis of the impact that the SAFMR's may have on the West Hartford Section 8 HCV program. After analysis it was determined that the program would not be a benefit to the Authority, so Mr. Howell gave the Board a copy of the letter sent to HUD stating that we have decided not to pursue the Demonstration Program.

## **STAFF REPORTS**

### **Asset/Development Manager's Report**

Mr. Rottman reported that 58 units have been completed and tenants have moved back in. He reported that 21 units are currently under renovation. He went on to report that 5 residents are currently at Homewood Suites. He also reported that the final un-renovated units will have their residents relocated to the fourth floor of the new addition/building.

He reported that the power and water has been connected between both buildings in addition to the stairwell and floor connections starting in early October. Finally, Mr. Rottman reported on the construction of the existing building explaining that the Whiting Lane façade work will also begin in October.

Mr. Rottman reported "exterior construction" has almost finished including the masonry work. He reported that the interior framing and the drywall installation is completed and the doors are being installed. Also, the floor installation will start in October as well as cabinetry delivery. Finally, Mr. Rottman reported that the new parking lot has been paved and opened to residents. Whiting Lane Parking Lot will be re-graded in early October.

Ms. Amdur asked Mr. Rottman to coordinate a press event for the re-opening of the Daycare.

## **Section 8 Leasing Manager Report**

### **HCV Program:**

Ms. Kozlowski reported that effective October 2011, the Fair Market rents for the Metropolitan Hartford Area have been reduced by anywhere from \$60 - \$90 depending on the number of bedrooms with the greatest impact affecting the larger bedrooms, making it more difficult for families to find suitable housing within West Hartford.

Ms. Kozlowski reported that since June 2011; 40 vouchers have been issued with a 50% success lease up rate. Of the 20 clients who have found suitable housing, 15 were either 1 or 2 bedrooms units.

Ms. Kozlowski reported that since the one bedroom units are the least affected by the new fair market rents, 1 BR affordable units will be easier to find. She reported that regardless of bedroom size, the housing authority receives the same amount of administrative fees per unit.

Finally, Ms. Kozlowski reported that the Housing Authority attrition rate has been averaging 3-4 people per month, mostly due to the elderly population on the program.

On a motion by Ms. Robinson, seconded by Mr. Kaplan, **Resolution 2011-7, increasing West Hartford Housing Authority Section 8 Housing Choice Voucher Payment Standard to 110% of the published Fair Market Rent (FMR)**, was unanimously approved.

### **RECESS TO EXECUTIVE SESSION**

The regular meeting went into Executive Session at 5:25 p.m to meet jointly with the WHHC to discuss development opportunities. Ms Amdur requested that the following people participate: Mr. Rottman, Mr. Sandor, Ms. Kozlowski, Mr. Daniels, Mr. Kantor, Ms. Miller, and Ms. McGrath.

### **END OF EXECUTIVE SESSION – RESUME REGULAR MEETING**

The regular meeting resumed at 6:50 p.m.

### **CHAIRPERSON’S COMMENTS**

None.

### **OLD BUSINESS**

There was no old business.

### **NEW BUSINESS**

There was no new business

### **ADJOURN**

The regular meeting adjourned at 7:00 p.m.