

MINUTES
WEST HARTFORD HOUSING AUTHORITY
Regular Meetings for August and September
September 13, 2011
Conference Room

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

COMMISSIONERS ABSENT: None

OTHERS PRESENT: George Howell, CEO, Tim Sandor, Financial Consultant; Joel Rottman, Asset/Development Manager, Tracy Webber, Office Manager, Eileen Kozlowski, Section 8 Manager, Jaime Berryman, Seabrook Solutions, William Breetz, CULI, Barbara McGrath, CULI, and Edward Pease.

The meeting was called to order by Sheila Amdur Chairperson at 5:03 p.m.

APPROVAL OF THE MINUTES

On a motion by Ms. Turco and seconded by Ms. Robinson, the Minutes of the June 28, 2011 meeting, were amended and unanimously approved as follows: under EXECUTIVE DIRECTOR'S REPORT, "Ms. Turco modified it to read as **"Mr. Howell explained that we continue to sponsor get-togethers to foster good will and enthusiasm for their patience throughout the construction."**

FINANCE

Mr. Sandor first presented the Financial Year End Statements for June 2011. He discussed that the net income was \$447,127 ending the fiscal year of 2010-2011 more than three times greater than budgeted fiscal year.

Mr. Sandor reported that revenues from operations for the twelve-month period ended June 30, 2011 were within 4% of budget. (*Joel I need you on this*)

Mr. Sandor reported that Ms. Amdur requested that he provide an analysis of Development Costs for the upcoming fiscal year 2011-2012. Ms. Amdur explained that this analysis was very helpful in the planning of future development within the Housing Authority, and that there would be a need to recreate a "Development Committee" for those projected possibilities.

NEW WEBSITE PRESENTATION

Jaime Berryman, Seabrook Solutions, introduced herself to the Board of Commissioners and other attendees, that as the IT Project Manager for the West Hartford Housing Authority, she was assisting with the creation of the new website for the West Hartford Housing Authority. Ms. Berryman presented the status of the new website beginning with the creation of the new home page. She pointed out all of the sections of the home page that had been addressed to create a newer, more user friendly website. In addition, she presented new ideas for a different logo design, for the Board to look over and discuss at the next board meeting, October 4, 2011. She went on to report that the projected time frame would be early November for the new website to be up and running.

EXECUTIVE DIRECTOR'S REPORT

Alfred E Plant

Mr. Howell reported that we will continue to deliver additional units for renovation in a staggered process through October, followed by some bulk moves through January. He went on to report that we have renovated 52 units to date, with cycles of -9- 16 units going forward.

Mr. Howell reported that the Day Care renovation has begun and are simultaneously renovating the apartments above the Day Care Center. He explained that the underground work for the Day Care center has been completed. He explained that it would be completed for re-occupancy by the end of October. Ms. Amdur commented to be sure that the fire marshal and state inspectors are being kept up to date for the certificate of occupancy to be delivered in time and Mr. Rottman and Mr. Howell assured that this was in motion.

Mr. Howell discussed that we continue to make modest improvements that will better accommodate the residents, including the delivery of a "comfort zone" on the 3rd floor where we filled in the atrium. It will be furnished with temporary existing furniture and a new 32' flat screen TV.

Mr. Howell explained that we continue to meet every 3 weeks with residents in an effort to keep the residents informed. Mr. Howell reported that the "Suggestion Box" has been working tremendously with the ability to offer insight to our relocation staff.

Mr. Howell reported that we continue to negotiate the scope of a letter of intent for a new development opportunity. He explained that there was a meeting in early September to review an alternative approach to addressing the opportunity.

Mr. Howell reported that we met with DECD and CHFA in August to discuss removing Elm Grove from the state program. A PNA (Physical Needs Analysis) was performed and CHFA has signed off on proceeding with removing Elmgrove from their assets. He went on to explain that DECD supports our initiative, however has requested additional information.

Mr. Howell reported that HUD has responded to our response to their RFP regarding participating in the demonstration program (Small Area FMR's) directed toward establishing Fair Market Rents on a zip code basis. He explained that Ms. Kozlowski would go into further detail about this demonstration.

STAFF REPORTS

Asset/Development Manager's Report

Mr. Rottman discussed that the first 52 units have been completed and tenants have been moved back in. He went on to report that currently 9 units are being renovated and by the end of September, those 9 units will be completed, with another 18 units under renovation. He went on to say that 4 residents are currently at Homewood Suites and 1 additional will be going this month to allow for the additional units to be provided to the contractor.

Ms. Amdur asked when an actual "ribbon cutting" would be likely, and Mr. Rottman explained that as of right now, we are aiming at March, 1 full month ahead of schedule.

Mr. Rottman discussed the interior renovations. He explained again, that the Day Care center is well underway. He reported that the connection of the power and water between the two buildings has been completed and that the new windows were starting to be installed.

Mr. Rottman explained that the new generator was almost ready to be run with the attenuation of the sound cover. Ms. Robinson asked if there had been any neighborhood complaints, and Mr. Rottman responded that all concerns had been addressed and things were “quiet”.

Finally, Mr. Rottman reported that many elements of the new construction were being completed in the new building such as masonry work, interior framing, drywall and doors on the third floor. Mr. Howell reported that the fourth floor of the new building would possibly be ready for occupancy in December and that it may serve as a bulk move, further acknowledging that all entrances and exits would be operational by that time.

Section 8 Leasing Manager Report

Ms. Kozlowski reported that there are 532 participants on the program with 42 clients utilizing their vouchers in other towns (port outs). Average HAP = \$727.11. Ms. Kozlowski reported that 76 residents remain at Plant building, this number included in the 532.

Ms. Kozlowski reported that HUD proposed Fair Market Rent (FMR's) effective October 2011 for the Metro Hartford area have been reduced by \$50-127 depending of bedroom size. She went on to report that without special permission from HUD, a housing authority is not allowed to set their payments more than 110% of the FMR's. She went on to explain that we are currently waiting for more information on our application for the Small Area Fair Market Study – teleconference scheduled for 9-8-11 with Suzanne Still from the Washington HUD office.

Ms. Kozlowski reported that the Family Self-Sufficiency Grant application is still pending. The maximum funding is \$69,000.00. This money is used to fund the FSS Coordinator position for another year.

FSS PROGRAM

Ms. Kozlowski reported that August has been a transition period of training, meeting service providers and FSS participants to the new FSS Coordinator, Sophie Starchman.

DSS PROGRAM

Ms. Kozlowski reported that it is currently managing 1568 accounts with monthly revenue of \$41,644.00. In addition, she reported that we are managing 7 VASH vouchers for former homeless vets in the West Hartford area.

CHAIRPERSON'S COMMENTS

Ms. Amdur reported that the next Board Meeting, October 4th 2011, would be a joint meeting with the West Hartford Housing Corporation.

NEW BUSINESS

There was no new business

OLD BUSINESS

There was no old business.

ADJOURNMENT TO EXECUTIVE SESSION

The regular meeting adjourned at 6:15p.m. into Executive Session.

EXECUTIVE SESSION ADJOURNMENT

The executive session adjourned at 7:56 p.m.

ADJOURNMENT

The regular meeting adjourned at 7:58 p.m.