

HOUSING AUTHORITY OF THE CITY OF NEW BRITAIN
16 ARMISTICE STREET, NEW BRITAIN, CT 06053

BOARD OF COMMISSIONERS

ANNUAL MEETING
Jane Johnson Community Room
Mt. Pleasant
18 Armistice Street
New Britain, CT

January 17, 2018
6:00 p.m.

The Board of Commissioners of the Housing Authority of the City of New Britain held its annual scheduled meeting on January 17, 2018, in the Jane Johnson Community Center at 18 Armistice Street, New Britain, CT.

Present: Chairperson Peter C. Steele
Vice-Chairman Jason O. Gibson
Treasurer Frank Marrocco
Commissioner Arelis Kinard
Commissioner Stanford Lebby

Also present: David Morneault, Interim Executive Director
Frederick Gerena, Accounting Manager
Loo Dahlke, Esq. NBHA General Counsel
Phil Mireles, Property Manager
Damien Allen, Property Manager
Joanna LaFland, Property Manager
John T. Hamilton, FFS Coordinator for Public Housing
Eric Montanile, FFS Coordinator for Section 8

Chairman Steele opened the meeting and called for roll call at 6:02 p.m., declaring a quorum present he opened the floor for public participation, there being no public participation, Chairman Steele called for a motion to approve the minutes for December 20, 2017, Regular Meeting. Moved by Commissioner Lebby, Seconded by Commissioner Lebby.

Commissioner Gibson moved to approve the Executive Director's and Finance Expenditures Report for December 2017. Seconded by Commissioner Lebby.

Mr. Morneault summarized the following items on his report:

- Executive Director Position: Advertised for the Executive Director position, Chairman Steele acknowledges receipt of submitted resumes.
- Follow up with OSHA: OSHA visited November 16, 2017. Met with the Authority and Caleb Cowels of the Health Department was there to assist the Authority.

- Tenant Selection Interviewer: The Authority has begun the interview process beginning with first interviews first week in January.
- Food share: Authority along with several employees assistant in distribution of turkeys, Senator Richard Blumenthal was there taking pictures with staff.
- City of New Britain: Recap of the Authorities visit to city hall to assist the city with training in their Health & Building Department. The Authority has made themselves available as a resource to the city in regards to Section 8 Program and Public Housing. He Authority met with Caleb Cowels and Sergio along with other city department heads. The Authority plans to do additional training with City Hall.
- Interim Executive Director asked Board to approve security camera memo to be distribute to the Residents. Chairman Steele asked that the Authority gather pricing on 8.5x11 protected signs to be hung by the elevator, front door. Chairman Steele incites no direct messages to tenant is not necessary, but in the lease agreement forewarn them that these are security cameras and if we can see or hear illegal activity on part of the tenant they are subject to eviction. January/February the Authority should have something drafted up confirming we have cameras but are not monitored live but will allows us to prove violation of your lease agreement.

There being no Old Business, Chairman Steele moved to New Business.

Chairman Steele request a resolution to be created to approve the Board of Director Meeting Schedule for 2018. Since then, the requested has been voided after researching has been done of the last couple year's procedures.

Chairmen Steele request that in the Finance report we not only list "Projected Cost" but also provide 'Final Cost' to said report.

Commissioner Kinard moved to approve Resolution #17-047: To authorize the Interim Executive Director to enter into a service agreement with Ansir Communications, LLC for 24-Hour Answering service Effective December 21, 2017 seconded by Commissioner Leby. Dave mentioned the current service is very ineffective and has had several attempts to work with current provider without resolution. Chairman Steele emphasizes his concern of the .77 per minute. He needed clarification as to what constitutes .77 per minute. David clarified its .77 per minute when a call is received by a human. Motion carried.

Commissioner Leby moved to rescind Resolution #17-046; To authorize the Interim Executive Director to award a "Shoot for the Stars Scholarship" in the amount of \$500.00 to Shelby Ward. Recipient was not aware the scholarship was not a 100% Scholarship. Attorney Loo Dahlke did confirm that her and Interim Executive Director agree that the application is not clear does need to be revised to read more clearly. Second by Commissioner Kinard. Motion carried

Commissioner Kinard moved to approve Resolution #17-049; Approve an extension of a contract with Seabrook Solutions of Newtown, to assist the Authority in completing the FY2017 Section 8 Management Assessment program (SEMAP) certification as required by the U.S. Department of Housing & Urban Development for the period January 7, 2017 through January 6, 2018 not to exceed \$5,000.00 (resolution #14-048) for the period from January 7, 2017 through

March 6, 2018. Second by Commissioner Leiby. Commissioner Kinard needed clarification that the contract is only extended until March 2018, Interim Executive Director confirmed date. Motion carried.

Commissioner Leiby moved to approve Resolution #17-050; authorize the submission of the 2018 Projected Federal Low Rent Operating Budget. Second by Commissioner Kinard. Motion carried.

There being no other business for discussion, Chairman Steele called for a motion to adjourn at 6:20 p.m. Moved by Commissioner Kinard and seconded by Leiby. Motion carried.

Date: _____

John T. Hamilton, Executive Director