

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

BOARD OF COMMISSIONERS

REGULAR MEETING

Jane Johnson Building, Mount Pleasant
18 Armistice Street
New Britain, CT 06053

October 17, 2018
6:00 p.m.

The Board of Commissioners of the Housing Authority of the City of New Britain held a regular scheduled meeting on October 17, 2018, at the Jane Johnson Building in Mount Pleasant, 18 Armistice Street, New Britain, CT 06053.

Present: Vice-Chair Arelis Kinard
Treasurer Frank Marrocco
Commissioner Peter Steele
Commissioner Stanford Lebby

Also present: John T. Hamilton, Executive Director
Dave Morneault, Director of Operations
Felipe Mireles, Property Manager
Joanna LaFland, Property Manager
Damien Allen, Property Manager
Loo Dahlke, Legal Council

Vice-Chair Kinard opened the meeting and called for roll call at 6:00 p.m. Declaring a quorum present she opened the floor for public participation.

PUBLIC PARTICIPATION: No public participation.

APPROVAL OF MINUTES: Vice-Chair Kinard called for a motion to approve the minutes for September 20, 2018, Regular Meeting. Moved by Commissioner Steele, Seconded by Commissioner Lebby. Motion carried.

ACCEPTANCE OF EXECUTIVE DIRECTOR'S & FINANCE EXPENDITURES REPORTS:
Vice-Chair Kinard called for a motion to approve the Executive Director's and Finance Expenditures Report for September 2018. Moved by Commissioner Lebby, Seconded by Commissioner Steele. Motion carried.

- Executive Director John Hamilton mentioned the TAR meeting in which John, finance and Property Managers meet to discuss procedure and process of evictions along with tightening time line.
- Executive Director also elaborated on the Center of Excellence; a walk through was conducted to review the condition of the building and note things that need to be done to prepare for the winter weather and visits from potential occupants.
- Commissioner Steele questioned whether Tenmast is reporting PIC number correctly to

HUD. Executive Director John responded by indicating that although we are currently still working with Tenmast on many issues and have open tickets with Tenmast to address these issues, we are currently reporting PIC numbers to HUD which do not reflect accurate numbers but we are working on correcting that issue with Tenmast and HUD is aware.

- Commissioner Steele asked if the Food Share location was the parking lot of the HRA program trailer. John responded The NBHA resident parking lot across the street is the Food Share distribution site.
- Commissioner Steele asked if we have any potential occupants for the Center of Excellence building. John mention that recently showed the building to Planned Parenthood and they expressed high interest. John also mention we are in the process of updating the RFQ from the original one and will forward to them once it is completed.
- Commissioner Steele requested a copy of last year's audit. He mentioned the current audit has 6-8 pages of findings compared to last year's audit which had none. He would like to confirm why we went from zero findings to now 6-8 pages. John confirmed he will make last year's audit available to the board by email.

UNFINISHED BUSINESS: None.

NEW BUSINESS:

- Vice-Chair Kinard called for a motion to approve Resolution #18-017; to write off uncollectable rents under the Federal Funded Low Rent Housing Program for Quarter Ending September 30, 2018 in the amount of \$10,969.73. Moved by Commissioner Marrocco, Seconded by Commissioner Lebby. Motion carried.

Commissioner Steele questioned that he thought boarders were not allowed which Loo Dahlke, Legal Council confirmed they are not but when it happens the Authority addresses it through the legal process, which starts with service of a Kapa notice.

- Vice-Chair Kinard called for a motion to approve Resolution #18-018; to approve the decrease of the Section 8 Housing Choice Voucher Program administrative Fee for portable billing from \$51.24 to \$50.83 effective November 1, 2018. Moved by Commissioner Lebby, Seconded by Commissioner Steele. Motion carried

Vice-Chair Kinard asked if these figures are federally mandated, Executive Director John confirmed that they are.

ADJOURNMENT: There being no further items for discussion, Vice-Chair Kinard called for a motion to adjourn at 6:08 p.m. Moved by Commissioner Lebby, and Seconded by Commissioner Steele. Motion carried.

Date: _____

John T. Hamilton, Executive Director