

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

BOARD OF COMMISSIONERS
ANNUAL SPECIAL MEETING MINUTES FOR

January 18, 2023

**Jane Johnson Community Room
Mt. Pleasant
18 Armistice Street
New Britain, CT. 06053**

The Board of Commissioners of the Housing Authority of the City of New Britain held a regularly scheduled meeting on January 18, 2023, at 6:00 p.m.

Present: Chairman Anthony Bianca
Vice-Chair Stanford Lebby
Treasurer Frank Marrocco
Commissioner Paul Edwards
Commissioner Alex Rivera

Also present: Executive Director John T. Hamilton
Director of Operations Tracy Blackwell
Director of Finance Cheryl Thibeault
Director of HCV Maribel Aguilar
Director of Community Affairs & Programs Lisa Cretella
Director of Public Housing Julie Cossette
The City of New Britain Representative Justin Dorsey

Chairman Bianca opened the meeting and called for roll call at 6:01 p.m. Declaring a quorum present he opened the floor for public participation.

ELECTION OF OFFICERS: Chairman Bianca opened the floor for nominations for Treasurer. Vice Chair Lebby nominated, Frank Marrocco for Treasurer. There being no other nominations for Treasurer he closed the nomination and called for a motion to approve the nomination of Frank Marrocco as Treasurer. Moved by Vice Chair Lebby. Seconded by Commissioner Rivera. Motion carried. Chairman Bianca open the floor for nominations for Vice-Chairman. Commissioner Edwards nominated, Stanford Lebby for Vice Chairman. There being no other nomination for Vice Chairman he closed the nomination and called for a motion to approve the nomination of Stanford Lebby as Vice Chair. Moved by Commissioner Edwards. Seconded by Commissioner Rivera. Motion carried. Chairman Bianca opened the floor for nominations for Chairman. Vice Chair Lebby nominated Anthony Bianca for Chairman. There being no other nominations for Chairman he closed the nominations and called for a motion to approve the nomination of Anthony Bianca as Chairman. Moved by Vice Chair Lebby. Seconded by Commissioner Rivera. Motion carried.

PUBLIC PARTICIPATION: None

APPROVAL OF MINUTES: Chairman Bianca called for a motion to approve the minutes for December 21, 2022, Regular Meeting. Moved by Commissioner Rivera, Seconded by Vice Chair Lebby. Motion carried.

ACCEPTANCE OF EXECUTIVE DIRECTOR'S & FINANCE EXPENDITURES REPORTS:

Executive Director John Hamilton introduced the Executive Team (Squad) as every position has been filled. Tracy Blackwell, Director of Operations, and New Director of Public Housing Julie Cossette will be vital in the RAD conversion ensuring residents are being informed working with finance and working closely with HUD on our PIC numbers. Lisa Cretella is the new Director of Community Affairs & Programs. She is working with our grant programs and resident services side of things. She is working on helping with what we have been trying to do from right out the gate and that is changing the public perception and perspective of Public Housing and the New Britain Housing Authority. She is also the point of contact at the Center of Excellence overseeing the YWCA pilot program. Mrs. Cretella will be working directly with resident services in the preparation of RAD to prepare residents for their relocation and needs that may arise. He also introduces the New Director of HCV Maribel Aguilar who will play an intricate role in the RAD conversion by facilitating the project base voucher program with the completed RAD development and managing the vouchers for the newly developed properties. Also, introduced was Cheryl Thibeault Director of Finance who is vital for the conversion. Our money has to be right our accounting has to be right. He will play an important role when it comes down to talking with lenders.

John also reported we have the RFP out for the Roof replacement at Oval Grove Development and have extended the RFP for another week to give contractors additional time to come out and take additional measurements. He reported we also have an RFP for the design and renovations of the community room at all three high-rises on MLK Drive and Knapp Village. They are outdated and need to be refurnished. Our residents are eager to have a space to conjugate. Community rooms have been closed since Covid-19 and we want to ensure we provide a safe space for residents to come together. We have also included in the new design, a designated space for our resident service team to have a private office space to provide residents with the opportunity to feel comfortable in a private setting to have access to resources by meeting with a resident services team member.

Congresswomen Jahana Hayes is scheduled to visit the Center of Excellence for the launching of the YWCA Childcare Pilot Program.

Director of Operations Tracy Blackwell reported that we continue with our RFP process for the current project, which includes a walk-through for contractors to view the community rooms that need repair.

Acceptance of the Executive Director's & Finance expenditures report for December 2022. Moved by Treasurer Marrocco, Seconded by Vice Chair Lebby. Motion carried.

UNFINISHED BUSINESS: NONE

NEW BUSINESS:

- RAD Update: John reported that the RAD process is moving but there will be points of gaps and downtime but is happy to report that last night we completed the application for the removal of the units in Mt. Pleasant and Bond Street from the PIC system. This system is used to indicate which units are Public Housing units. Before we can continue with the RAD process we need the approval to take them offline. The benefit to the Housing Authority to remove these units is that it improves our numbers as some of these units once residents move are in such poor condition, there is no benefit to continuing to repair. Once these units are removed they won't go against our total numbers to reflect negatively. What this also means to us is that the units no longer have to be rented and we can board up and fewer residents to relocate. Our next step is to have an amendment to our Annual Plan. This is a process we go through every year, usually, we start this process in July and present it to HUD for approval in October. We have already done that process for 2023. Because we are now in the RAD process we now have to include in the Annual Plan an amendment to include the RAD have it available for public viewing and receive opinions and comments from the residents once completed we present it to the board in a form of a resolution and then presented to HUD for final approval. We are continuing to have bi-weekly meetings with the consultant. We are now waiting for the Co-Developer proposals to come in for review. Once we receive the proposal we will notify the reviewing committee to begin the process of reviewing the proposals before presenting them to the board.
- Approval of Resolution #23-001; to authorize the Executive Director to revise the Flat Rent Rate for Federally Subsidized Housing effective January 1, 2023. Moved by Vice Chair Lebby, Seconded by Treasurer Marrocco. Motion carried.
- Approval of Resolution #23-002; Writing off uncollectible rents Under the Federally Funded Low Rent Housing Program for the quarter ending December 31, 2022, in the amount of \$86,247.27. Moved by Vice Chair Lebby, Seconded by Commissioner Rivera. Motion carried.
- Approval of Resolution #23-003; Authorize the submission of the 2023 Project Based Federal Low Rent Operating Budget. Moved by Vice Chair Lebby, Seconded by Commissioner Edwards. Motion carried.

There being no other business for discussion, Chairman Bianca called for a motion to adjourn at 6:44 p.m. p.m. Moved by Vice Chair Lebby, Seconded by Commissioner Rivera. Motion carried.

Date: _____

John T. Hamilton, Executive Director