

HOUSING AUTHORITY OF THE CITY OF WATERBURY

ANNUAL BOARD MEETING HELD ON TUESDAY, OCTOBER 28, 2014

Vice-Chairman Jim Welcome called the Annual Board of Commissioners Meeting to order at 4:05 p.m.

**1. ROLL CALL:**

**PRESENT:** James Welcome, Vice Chairman  
Sandra Roosa, Commissioner  
Regan Moriarty, Commissioner

**ABSENT:** Jim Lawlor, Chairman, Tawana Gibbs, Assistant Treasurer

**STAFF PRESENT:** Vin Sica, Acting Executive Director, Joseph Macneil, Director of Housing Redevelopment, Alan Cashmore, Director of Finance & MIS, Dana Serra, Director of Client Service, Gina Worth, Procurement Coordinator, Kate Noble, Executive Secretary

**OTHERS PRESENT:** Quandra Swayze, Aircon Consultants, Hunter Nelson, Consultant

**2. PUBLIC COMMENTS AND WRITTEN COMMUNICATIONS:**

None

**3. APPROVAL OF MINUTES:**

Commissioner Roosa moved to approve the minutes of the regular Board of Commissioners meeting held on September 23, 2014, seconded by Commissioner Moriarty. No discussion. A vote was called.

Ayes:

Commissioner Welcome  
Commissioner Moriarty  
Commissioner Roosa

Nays:

Abstain:

Motion carries.

**4. APPROVAL OF BILLS:**

Commissioner Moriarty moved to accept the Accounts Payable Report's dated 09/19/2014, 10/03/2014 and 10/20/2014 and authorize payment, seconded by Commissioner Roosa. No discussion. A vote was called:

Ayes:

Commissioner Roosa  
Commissioner Welcome  
Commissioner Moriarty

Nays:

Abstain:

Motion carries and the invoices on the Accounts Payable Reports were approved for payment.

## **5. ELECTION OF OFFICERS**

Election of Officers moved to the end of the meeting under item #10 - Other Business.

## **6. CHAIRMAN'S REMARK'S**

None

## **7. ACTING EXECUTIVE DIRECTORS REPORT**

Acting Director Vin Sica reported public housing occupancy is at 97.69%

Capital Fund update - The Berkeley Heights Stair Landing Coating Project is complete. Only closeout paperwork remains. Three proposals for A&E services have been received for the Bergin Intercom Replacement. The low proposer is Silver Perrucelli. Design will commence shortly. Three proposals for A&E services have been received for the 504 Upgrades – Phase II (Kelly & Bergin). The low proposer is Quisenberry Arcari. Design will commence shortly.

The annual Physical REAC Inspection of AMP 3 was performed on October 7<sup>th</sup>. The inspection resulted in a score of 82.

The public hearing amending our agency plan was held yesterday (10/27/14 at 3:00 p.m.) Proposed changes to the annual plan include approval to apply to HUD Special Applications Center for Section 18 Disposition for 100 Morton Road and approval to add language authorizing the disposal of property that is no longer economical to maintain or operate. Proposed changes to the 5 Year Plan includes approval to apply to HUD Special Applications Center for Section 18 Disposition for 100 Morton Road. Proposed changes to the Administration Plan include approval to maintain a separate Waiting List for Project-based voucher units.

## **8. DEPARTMENT REPORTS**

### **a. Director of Finance Report**

Director Cashmore reported the changing of banks from Bank of America to Webster Bank is moving forward. The new deposit slips have been received and the new checks will be tested this week. Discussion followed on the Commissioner's Monthly Summary Reports. It was decided to discuss the budget revision under Resolution #1220.

### **b. Director of Client Service Report**

Director Serra reported the department continues to work on daily operations with respect to annual re-certifications, interims, move-outs, terminations, repayment agreements, lease up's and inspections. The occupancy percentage for Section 8 as recorded by HUD is at 97%. Briefings are scheduled monthly based on attrition numbers to issue Housing Choice Vouchers to applicants on the waiting list. The Department is participating in a HCV Specialist Training sponsored by Nan McKay to ensure the department is following updated HUD regulations and policies.

### **c. Director of Housing Redevelopment**

Director Macneil reported our Family Sufficiency Grant was not selected. We are currently investigating a new program called the Jobs Plus Initiative. The application is due in December. The current solicitation for Project Based vouchers (PBV) is now closed to new applications. PBV's have been awarded to Warner Gardens and the AHAP is subject to a subsidy layering review. The evaluation committee has met and forwarded to the PBV sub-committee the following: Willow Mutual Housing – seeking 8 PBV's, Carroll Apartments – seeking 9 PBV's and Frost Homestead – seeking 8 PBV's. Applications currently under review are Willow/Grove new construction- 4PBV's, Warner Gardens, Phase II – 15 PBV's and 885 North Main Street – 8 PBV's.

## **9. OLD BUSINESS:**

**a. Resolution #1210** - Authorization to enter into a Contract with Caleb Foundation Inc. for up to Eight Project-Based Housing Choice Vouchers to be located at Frost Homestead – 37 Enoch Street Waterbury

Commissioner Roosa moved Resolution #1210;

WHEREAS: 24 CFR Part 983 provides for housing authorities to project-base up to 20% of their Housing Choice Vouchers; and;

WHEREAS: The Administrative Plan for the Authority has been modified previously to contain the regulations for the project-basing of vouchers; and;

WHEREAS: On September 24, 2013 the Board of Commissioners voted to approve the issuance of a Project Based Voucher Request for Proposals; and;

WHEREAS: On October 6, 2013 public notice was issued in newspapers and the Request for Proposals was placed on the authority's website on October 7, 2013; and;

WHEREAS: On October 21, 2013 an application for fifteen project-based vouchers was received from Caleb Foundation Inc. for their plans to redevelop Frost Homestead, and;

WHEREAS: On July 30, 2014 Caleb Foundation Inc. revised their application to lower the requested amount of project-based vouchers from fifteen to eight; and

WHEREAS: On August 14, 2014 the Project-Based Voucher Evaluation Committee met and reviewed all the applications received to date; and;

WHEREAS: After evaluating the application from Caleb Foundation Inc. the Project-Based Evaluation Committee found that the proposed development scored on average 105 points, above the minimum of 90 points; and;

WHEREAS: The applicant has offered to designate eight of the renovated townhouses as replacement units for Truman Apartments; and;

WHEREAS: The application for 8 project-based vouchers was found to meet the minimum requirements to be awarded project-based vouchers, the committee has recommended awarding vouchers for 8 townhouses that are expected to be completed in November 2015.

NOW THEREFORE, be it resolved that the Board of Commissioners of the Housing Authority of the City of Waterbury, acting at a duly call meeting at which a quorum was present, does hereby resolve:

1. Approves of the award of eight Project Based Vouchers to the Caleb Foundation Inc. for a development 37 Enoch Street also known as Frost Homestead and; agrees to enter into a standard HUD contract to provide the vouchers.
2. That the Executive Director be and hereby is authorized, empowered and directed on behalf of the Authority, to take any and all such action necessary, ancillary and incidental thereto to fulfill the foregoing purpose(s), to issue solicitations, appoint an evaluation committee, engage in any negotiations, and execute any documents that are consistent or adjunct to the purpose and intent of this Resolution; and,

3. That this Resolution shall take effect upon passage

Seconded by Commissioner Moriarty.

A vote was called:

Ayes:

Nays:

Abstain:

Commissioner Moriarty

Commissioner Roosa

Commissioner Welcome

Motion carries and Resolution #1210 carries.

**b. Resolution #1211** - Authorization to enter into a Contract with Mutual Housing Association of South Central Connecticut for up to Eight Project-Based Housing Choice Vouchers to be located at Willow Mutual Housing; 103, 126 Chestnut & 203, 242, 246, 248 & 252-256 Willow

WHEREAS: 24 CFR Part 983 provides for housing authorities to project-base up to 20% of their Housing Choice Vouchers; and;

WHEREAS: The Administrative Plan for the Authority has been modified previously to contain the regulations for the project-basing of vouchers; and;

WHEREAS: On September 24, 2013 the Board of Commissioners voted to approve the issuance of a Project Based Voucher Request for Proposals; and;

WHEREAS: On October 6, 2013 public notice was issued in newspapers and the Request for Proposals was placed on the authority's website on October 7, 2013; and;

WHEREAS: On November 26, 2013 an application for eight project-based vouchers was received from Mutual Housing Association of South Central Connecticut for their existing development known as Willow Mutual Housing, and;

WHEREAS: On August 14, 2014 the Project-Based Voucher Evaluation Committee met and reviewed all the applications received to date; and;

WHEREAS: After evaluating the application from Mutual Housing Association of South Central Connecticut the Project-Based Evaluation Committee found that the proposed development scored on average 155 points, above the minimum of 90 points; and;

WHEREAS: The application for 8 project-based vouchers was found to meet the minimum requirements to be awarded project-based vouchers, the committee has recommended awarding vouchers for 8 existing apartments.

NOW THEREFORE, be it resolved that the Board of Commissioners of the Housing Authority of the City of Waterbury, acting at a duly call meeting at which a quorum was present, does hereby resolve:

1. Approves of the award of eight Project Based Vouchers to the Mutual Housing Association of South Central Connecticut for the development located at 103, 126 Chestnut & 203, 242, 246, 248 & 252-256 Willow also known as Willow Mutual Development Inc. and; agrees to enter into a standard HUD contract to provide the vouchers.
2. That the Executive Director be and hereby is authorized, empowered and directed on behalf of the Authority, to take any and all such action necessary, ancillary and incidental thereto to fulfill the foregoing purpose(s), to issue solicitations, appoint an evaluation committee, engage in any negotiations, and execute any documents that are consistent or adjunct to the purpose and intent of this Resolution; and,
3. That this Resolution shall take effect upon passage

**The Board did not act and tabled Resolution #1211.**

**c. Resolution #1212** - Authorization to enter into a Contract with Carroll Partners, Waterbury LP for up to Nine Project-Based Housing Choice Vouchers to be located at The Carroll Apartments, 44 Willow

Commissioner Roosa moved Resolution #1212;

WHEREAS: 24 CFR Part 983 provides for housing authorities to project-base up to 20% of their Housing Choice Vouchers; and;

WHEREAS: The Administrative Plan for the Authority has been modified previously to contain the regulations for the project-basing of vouchers; and;

WHEREAS: On September 24, 2013 the Board of Commissioners voted to approve the issuance of a Project Based Voucher Request for Proposals; and;

WHEREAS: On October 6, 2013 public notice was issued in newspapers and the Request for Proposals was placed on the authority's website on October 7, 2013; and;

WHEREAS: On May 19, 2014 an application for nine project-based vouchers was received from Carroll Partners, Waterbury LP for their proposed development known as The Carroll Apartments, and;

WHEREAS: On August 14, 2014 the Project-Based Voucher Evaluation Committee met and reviewed all the applications received to date; and;

WHEREAS: After evaluating the application from Carroll Partners, Waterbury LP the Project-Based Evaluation Committee found that the proposed development scored on average 125 points, above the minimum of 90 points; and;

WHEREAS: The application for 9 project-based vouchers was found to meet the minimum requirements to be awarded project-based vouchers, the committee has recommended awarding vouchers for 9 existing apartments.

NOW THEREFORE, be it resolved that the Board of Commissioners of the Housing Authority of the City of Waterbury, acting at a duly call meeting at which a quorum was present, does hereby resolve:

1. Approves of the award of nine Project Based Vouchers to the Carroll Partners, Waterbury LP for the development located at 44 Willow also known as The Carroll Apartments and; agrees to enter into a standard HUD contract to provide the vouchers.
2. That the Executive Director be and hereby is authorized, empowered and directed on behalf of the Authority, to take any and all such action necessary, ancillary and incidental thereto to fulfill the foregoing purpose(s), to issue solicitations, appoint an evaluation committee, engage in any negotiations, and execute any documents that are consistent or adjunct to the purpose and intent of this Resolution; and,
3. That this Resolution shall take effect upon passage

Seconded by Commissioner Moriarty;

A vote was called.

Ayes:

Commissioner Moriarty  
Commissioner Roosa  
Commissioner Welcome

Nays:

Abstain:

Motion carries and Resolution #1212 carries.

## **10. NEW BUSINESS**

a. Resolution #1217 – Adoption of the Section 8 Payment Standard beginning November 1, 2014 and ending October 31, 2015

The Housing Authority of the City of Waterbury, a duly constituted body with its offices and principal place of business at 2 Lakewood Road, Waterbury, Connecticut, a body politic and corporate established under the Housing Authority laws of the State of Connecticut.

WHEREAS: The Housing Authority of the City of Waterbury has complied with HUD regulations on housing management for the Section 8 Programs; and,

WHEREAS: The Section 8 Payment Standards have been approved as follows:

Efficiency	\$641
One Bedroom	\$866
Two Bedroom	\$1,056
Three Bedroom	\$1,316
Four Bedroom	\$1,429

**The Board did not act and tabled Resolution #1217.**

b. Resolution #1218 - Authorization to Contract with Dime Oil Company for Heating Oil Delivery

Commissioner Moriarty moved Resolution #1218;

WHEREAS: The State of Connecticut has contracted with Dime Oil Co LLC of 93 Industry Lane in Waterbury, CT for the delivery of heating oil per contract 12PSX0028; and

WHEREAS: The Authority currently expends over \$100,000 annually to heat various properties; and

WHEREAS: Per HUD 24 CFR 85.36 the Authority is required to procure heating oil supplier services; and

WHEREAS: The Authority may sign a cooperative purchasing contract with the State of Connecticut under the terms of contract 12PSX0028; and

WHEREAS: Under contract 12PSX0028 the Authority should expect to save \$0.50 per gallon which should yield annual savings of approximately \$12,690; and now, therefore, be it

RESOLVED: that the Board of Commissioners of the Housing Authority of the City of Waterbury, acting at a duly call meeting at which a quorum was present, does hereby resolve:

1. Approval of the contract between the Waterbury Housing Authority and Dime Oil Co. per the guidelines of state contract 12PSX0028 for an amount not to exceed \$110,000 annually for 2 years or until contract 12PSX0028 is terminated.
2. That the Executive Director be and hereby is authorized, empowered and directed on behalf of the Authority, to take any and all such action necessary, ancillary and incidental thereto to fulfill the foregoing purpose(s), engage in any negotiations, and execute any documents that are consistent or adjunct to the purpose and intent of this Resolution; and,
3. That this Resolution shall take effect upon passage

Seconded by Commissioner Roosa

A vote was called.

Ayes:

Nays:

Abstain:

Commissioner Moriarty  
Commissioner Roosa  
Commissioner Welcome

Motion carries and Resolution #1218 carries.

**c. Resolution #1219 - Authorization to Contract for New Prefabricated Housing**

WHEREAS: per the Improvement Plan issued by HUD to the Authority is required to expend the entire amount of Development Fund CT26P006013 - \$513,762.72 on new construction by March 30, 2014; and

WHEREAS: the Annual Plan requires the Authority is to develop replacement units for Truman Apartments; and

WHEREAS: the Authority is in the process of purchasing vacant land to develop at 59 and 65 Willow Street; and,

WHEREAS: the Authority approved on May 27, 2014 an interagency agreement with the Housing Authority of the City of Meriden, who have procured the architects Landmark and the prefabricated housing manufacturer Arcon Group Inc.; and,

WHEREAS: the Authority has obtained a proposal from Arcon Group Inc. to supply and install a prefabricated building that will create four (4) new two-bedroom apartments dated October 20, 2014

NOW THEREFORE, be it resolved that the Board of Commissioners of the Housing Authority of the City of Waterbury, acting at a duly call meeting at which a quorum was present, does hereby resolve:

1. Approval of contracting with Arcon Group Inc. for \$458,000.00, to supply and install of four (4) two bedroom apartments as detailed in Arcon proposal dated 10/20/2014.
2. That the Executive Director be and hereby is authorized, empowered and directed on behalf of the Authority, to take any and all such action necessary, ancillary and incidental thereto to fulfill the foregoing purpose(s), engage in any negotiations, and execute any documents that are consistent or adjunct to the purpose and intent of this Resolution; and,
3. That this Resolution shall take effect upon passage

**The Board did not act and tabled Resolution #1219.**

d. Resolution #1220 – Adoption of the revised Conventional Budget FYE 6-30-15 - Federal Projects

Commissioner Moriarty submitted the following resolution:

WHEREAS: The Commissioners of the Housing Authority of the City of Waterbury have reviewed the Revised Conventional Budget for the Fiscal Year Ending June 30, 2015

WHEREAS: The proposed expenditures are necessary in the efficient and economical operation of the Housing Authority for the purpose of serving low-income families, and;

WHEREAS: No Authority Employee has more than 100% of their salary prorated throughout the Programs.

WHEREAS: The financial plan is reasonable in that it indicates a source of funding under the provisions of the Federal Regulations, and;

WHEREAS: It does not provide for use of Federal Funding in excess of that payable under the provisions of Federal Regulations, and;

WHEREAS: All proposed rental charges and expenditures will be consistent with the provisions of law and the Annual Contributions Contract, and;

WHEREAS: Pursuant to the rent schedule approved by HUD, the Housing Authority of the City of Waterbury certifies that it is in compliance with the requirements of Section 9 (b) of the United States Housing Act, and with the provisions of Section 913-106, and 913-107 of the Final

Rule published May 21, 1984, in that the average annual gross rent of tenants in occupancy and for all new tenants will not be less than an amount equal to 30%.

NOW THEREFORE BE IT RESOLVED:

By the Commissioners of the Housing Authority of the City of Waterbury, that the Revised Conventional Budget for Federal Projects for the Fiscal Year Ending June 30, 2015 be adopted.

Seconded by Commissioner Roosa;

A vote was called.

Ayes:

Nays:

Abstain:

Commissioner Moriarty  
Commissioner Roosa  
Commissioner Welcome

Motion carries and Resolution #1220 carries.

## **10. OTHER BUSINESS**

PBV Sub-Committee meeting minutes – minutes were accepted by the Board.

### **ELECTION OF OFFICERS**

#### **Vice Chairman**

Commissioner Roosa nominated James Welcome for the Office of Vice Chairman, seconded by Commissioner Moriarty. Further nominations were asked for three times. Nominations were closed. The Secretary cast a vote for the Vice Chairman.

#### **Office of Treasurer**

Vice Chairman Welcome entertained a motion for the Office of Treasurer. Commissioner Welcome nominated Sandy Roosa for the Office of Treasurer, seconded by Commissioner Moriarty. Vice Chairman Welcome asked for further nominations three times. Vice Chairman closed nominations for Office of Treasurer. The Secretary cast a vote for the Officer of Treasurer.

## **Office of Assistant Treasurer**

Vice Chairman Welcome entertained a motion for the Office of Assistant Treasurer. Commissioner Roosa nominated Regan Moriarty for the Office of Assistant Treasurer, seconded by Commissioner Welcome. Vice Chairman Welcome asked for further nominations three times. Vice Chairman Welcome closed nominations for Office of Assistant Treasurer. The Secretary cast a vote for the Assistant Treasurer.

The Board unanimously decided to table the ED appointment pending further discussion.

## **11. ADJOURNMENT**

Commissioner Moriarty moved to adjourn the meeting at 5:13 p.m., seconded by Commissioner Roosa. No discussion. A vote was called.

Ayes:

Commissioner Roosa  
Commissioner Welcome  
Commissioner Moriarty

Nays:

Abstain:

Motion carries.

Respectfully submitted:

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Vincent Sica, Acting Executive Director