

**MINUTES**  
**WEST HARTFORD HOUSING AUTHORITY**  
**Regularly Scheduled Monthly Meeting via Teams and Dial-In**  
**May 14, 2024**

**COMMISSIONERS PRESENT:** Milagros Acosta, Mark D’Addabbo, Clare Dowd, Abdul Rahman,

**COMMISSIONERS ABSENT:** Lee Reynolds

**OTHERS PRESENT:** Jill Corrado, Executive Director, Forest Berwick, Director of Operations, Yadira Mora, Section 8 Manager, Beatrice Acevedo, FSS Coordinator, Tim Mable, Director of Property Management, and Barbara McGrath, Corporate Counsel.

Ms. Dowd called the meeting to order at 5:10 p.m.

**Approval of Minutes**

Minutes from the regularly scheduled meeting of March 12, 2024 were collectively approved on a motion from Mr. D’Addabbo and seconded by Ms. Acosta.

**Financial Report**

- FYE for Faxon, 616 New Park, AEP and 540 New Park audits are completed and filed with investors and lenders
- Auditors are working on TBRA audit
- Upcoming audits for WHHA, pending receipt of State pension plan actuarial reports

Trend data was presented on average HAP, Number of HCV units and Per-Unit-Cost for the trailing twelve months. Average HAP and PUC continues trending up.

Data on HUD budgetary authority was presented for 2024 and preceding years for context. 2024 HUD budget authority is \$7.411 million, an increase from 2023. Budgetary authority is up 35% from 5 years ago.

Voucher segmentation data by program (West Hartford, J. D’Amelia) and voucher type was presented, with no material changes since our last meeting.

Unit data was presented for the JDA and Wallingford contracts.

Occupancy and collections trend data were presented for managed properties for the trailing twelve months. Rent collection portfolio wide averages 99% and average occupancy is tracking at 95% portfolio wide for the same period.

## HCV & FSS Report

Ms. Mora reported we have 577HCV participants including port-outs. We had 11 port-outs, we continue to absorb port-ins. Average HAP is \$1,140.

The DOH program is at 2,123 accounts comprised of 742 RAP certificates and 1,381 State voucher holders.

Wallingford is at 13 units.

**Resolution 2024-2 to adopt the 2024 Utility Allowance schedule** was presented. Ms. Mora explained how the Utility Allowance works and is utilized by caseworkers. **Resolution 2024-2 was unanimously approved on a motion by Mr. D'Addabbo seconded by Mr. Rahman.**

## FSS Report

Ms. Acevedo conveyed that marketing efforts to increase program size from 10 participants is underway and four new families are enrolling in the program. Marketing efforts include in-person outreach and zoom meetings.

We have three participants with expiring contracts, all three families have expressed their desire to renew and continue with the program.

A monthly newsletter has been started.

Mr. D'Addabbo asked what goals the four new participants have set, Ms. Acevedo responded that we are not yet at that step in the process of onboarding them into the program, however she explained how these are established with the program participants.

## Operations Report

Occupancy is at 95% or more for all the properties, except for 540 New Park for reasons explained at the March meeting. Staff continues to focus on addressing vacancy.

We have almost completed seasonal transition for building maintenance.

For first quarter we turned 30 units, addressed hundreds of work orders and completed numerous minor R&A projects, including:

- replacement of a 12.5 ton RTU at AEP
- repair of a broken drain inside AEP
- replacement of a broken drain pipe under slab at the Faxon
- replacement of gutters at the Goodwin
- repair of roof leaks at 540 New Park, 616 New Park

- repair of building leaks at Faxon (repointing on elevated roof and base of elevator shaft)

Staff continues to work on addressing damaged unit interiors from leaks and the recent earthquake (ceiling cracks).

Mr. Mable explained and clarified LIHTC program, differentiating it from the voucher programs we administer and the importance of compliance as it pertains to TBRA's developments and interests.

**Development Committee Report** – Ms. Corrado indicated that the Development Committee would try to schedule a meeting over the summer.

**Finance Committee Report** - none

**Resident Services Committee Report** - none

**Executive Directors Report** -

We have received notice that we have been designated as a M-T-W agency by HUD. We are working with HUD and consultants, attending webinars, looking at transition steps, etc. to understand our responsibilities and obligations, but are tremendously excited and enthused to receive this designation. Ms. Corrado explained the benefits and responsibilities of this HUD program, and how few Housing Authorities have been selected to participate. She indicated that we have already begun meeting with Town staff to collaborate and plan implementation. New Haven has reached out to us and offered to be of assistance. Ms. Dowd indicated that she could put us in contact with Atlanta HA as well if needed.

**Resolution 2024-3 to approve signatory authority to complete HUD's M-T-W requisite forms was presented. Resolution 2024-3 was unanimously approved on a motion by Mr. D'Addabbo seconded by Mr. Rahman.**

We are at the beginning stages of Annual and Five-Year Plan creation, both of which are required by HUD this year.

Our FSS grant has been reinstated, we are working with HUD on signing docs and accessing funds.

Voucher Administration staff are now undergoing training for Fair Housing., HOTMA and NSPIRE.

We continue to pull applicants from the HCV wait list, the AEP PBV wait list, the Elm Grove PBV wait list and the Faxon PBV wait list to fill unit vacancies and increase utilization.

We are reviewing HUD's two-year tool and forecasting for upcoming leasing.

Staff continues to focus on:

- filling vacancies and rent collections at all 6 properties
- Continual reporting to investors, CHFA, Spectrum, NHT, investors. Spectrum site visit for 540 New Park.
- Utilizing more functions in the new software to make for more efficiency
- Onboarding of new staff, facilities best practices.

Trout Brook Realty Advisors was approved for funding in the 9% LIHTC round for the project at The Elle.

Social media postings for WHHA continue on Facebook, Instagram and LinkedIn. Taking more of a personal approach.

We continue with additional IT security training of staff.

We continue to have brief monthly "All-Employee Meetings" and monthly challenges to engage staff and foster interdepartmental communications and a "One Team" mindset.

**Resolution 2024-4 to amend a ground lease was presented by Ms. Corrado and Ms. McGrath. Resolution 2024-4 was unanimously adopted on a motion by Mr. D'Addabbo and seconded by Mr. Rahman.**

**Executive Session** – none

**Chairperson's Comments** – Ms. Dowd thanked the team for their contributions and Ms. Corrado for her leadership. She asked if TBRA intended on issuing a press release for the Elle, which Ms. Corrado affirmed.

**Old Business** - none

**New Business** – none

**Meeting was adjourned at 7:13 p.m. on a motion by Mr. D'Addabbo and seconded by Mr. Rahman.**