The Special meeting of the Board of the WEST HAVEN HOUSING AUTHORITY was held on

January 30, 2018 at Meadow Landing, 397 Meadowbrook Court, West Haven, CT 06516.

Chairwoman Paine called the meeting to order at 12:10 PM.

Present were: Chairwoman Paine, Vice Chairman O’Connor, Commissioner Mooney, Commissioner Nugent, and Commissioner Orio. Also, in attendance were West Haven Housing Authority Executive Director John Counter, Attorney Kravetz Kravetz of Susman, Duffy & Segaloff, Tom Pistilli of Simione & Macca & Larrow LLP, Bin (Tony) Wang, Eric Stokes and Jessie Fennell.

Absent and Excused: None

1. **Approval of the Minutes**

Chairwoman Paine called for a motion to move that the Board approve the minutes of the January 4, 2018 Public Hearing and the January 4, 2018 Special meeting minutes. Commissioner O’Connor made the motion. Seconded by Commissioner Orio. All in Favor. Motion carried unanimously.

Abstained: Commissioner Mooney and Commissioner Nugent.

1. **Committee Reports**

Finance Committee:

Executive Director John P. Counter provided an overview of the financial statement for the period ending on December 31, 2017. The housing authority ended the year with a net operating income of $559k, which is $246k over what was budgeted. It is expected the housing authority will have $1 million in operating reserves by the end of 2018.

Mr. Counter also informed the Board there will be a finance committee meeting taking place to review the FY 2018 budget prior to the Board approving the budget before March of this year.

Personnel Committee

Executive Session

Development

The housing authority applied for the tax credits through the Connecticut Housing Finance Agency (CHFA) for the Thompson School development. The housing authority made it on the CHFA public housing list. There are a total of six public housing agencies, including the housing authority competing for the financing. Mr. Counter informed the Board he had a meeting with CHFA to address follow-up questions and are now waiting for a decision from CHFA on the award of the financing, expected to happen sometime in the first quarter of this year.

Mr. Counter informed the Board the CHFA financing will have enough resources for a total of nine projects. Half of the projects are allotted for public housing agencies. There are six applicants in public housing currently competing for the financing.

Mr. Counter had the opportunity to meet with Mayor Rossi and her staff a couple of times to discuss the Thompson School Project and the option agreement. The option agreement expires at the end of 2018. Mr. Counter is expected to set some time with Mayor Rossi for a tour of all housing authority properties. Mr. Counter informed the Board if CHFA awards the financing to the housing authority, the housing authority will be able to exercise the option agreement before it

expires. If the financing is not awarded to the housing authority, the city will continue its ownership of Thompson School, and have access to the environmental and hazmat reports and drawings completed (at the designer’s expense). A debriefing will take place with CHFA if we are not awarded the financing.

Mr. Counter discussed the limited amount of storage due to large amounts of files that have been maintained by the housing authority. The housing authority is looking to develop a record retention policy based on state law and HUD standard guidelines to maintain documents. After thought and consideration, the Board has asked that a policy is developed by the housing authority for the Board to review and discuss prior to adopt a record retention policy.

1. **Executive Director Report**

Mr. Counter shared with the Board the public and leased housing management indicators and the unit turnover and work order turn-around time for completion are well within HUD standards.

Commissioner Paine called for a motion to move that the Board set the annual meeting date for February 27, 2018 at 8 AM. Commissioner Mooney made the motion. Seconded by Commissioner O’Connor. All in favor. Motion carried unanimously.

Commissioner Paine called for a motion to move that the Board amend the bylaws regarding Executive Director annual report. Commissioner Mooney made the motion. Seconded by Commissioner O’Connor. All in favor. Motion carried unanimously.

1. **Legal Counsel**
2. **Unfinished Business**
3. **New Business**
4. **Executive Session**

The Board entered into Executive Session at 12:34 PM. The Board came out of Executive Session at 1:26 PM.

1. **Possible action on executive session issues**

Chairwoman Paine called for a motion to move that the Board approve Local 1303-176 Council 4 AFSCME / AFL-CIO 2018-2021 Collective Bargaining Agreement and to Authorize John Counter to Sign Same. Commissioner O’Connor made the motion. Seconded by Commissioner Orio. All in favor. Motion carried unanimously.

Mr. Counter acknowledged Commissioner Orio for a donation of furniture from a client to be used for housing authority properties for the use of tenants.

1. **Adjourn meeting:**

As there was no other business to come before the Board, Chairwoman Paine adjourned the meeting at 1:28 PM.

Attest: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

John P. Counter

Executive Director / Secretary