The Regular meeting of the Board of the WEST HAVEN HOUSING AUTHORITY dba SAVIN ROCK COMMUNITIES was held on March 27, 2018 at Meadow Landing,

397 Meadowbrook Court, West Haven, CT 06516.

Chairwoman Paine called the meeting to order at 8:02 AM.

Present were: Chairwoman Paine, Vice Chairman O’Connor, Commissioner Nugent, Commissioner Orio and Commissioner Mooney. Also, in attendance were West Haven Housing Authority Executive Director John Counter, Attorney Kravetz of Susman, Duffy & Segaloff, Tom Pistilli of Simione & Macca & Larrow LLP, Douglas Ruickoldt, Board member of Savin Rock Communities, Inc., Bin Wang and Jessie Fennell of West Haven Housing Authority were also in attendance.

Absent and Excused: None

1. **Approval of the Minutes**

Chairwoman Paine called for a motion to approve the minutes of the February 27, 2018 Regular and Annual meeting minutes. Commissioner O’Connor made the motion. Seconded by Commissioner Orio. All in Favor. Motion carried unanimously.

1. **Committee Reports**

Finance Committee:

Executive Director John P. Counter provided the Board with an update on the financial statement through February 28th. Overall, WHHA has a net operating income of $658,697, which is $275,644 above the budgeted net income of $383,053 for the eleven months of this fiscal year.

Revenues are over the expected budgeted revenue by $486,243, which is attributable to higher than expected HUD subsidies of $451,260 and better than expected legal restitutions. Tenant revenues are slightly over than the budget by ($29,768). Overall, operating cash flow is higher than budget by $279,464.

Commissioner O’Connor raised concerns over WHHA and MDL utilizing two different trash pick-up vendors. Mr. Counter informed the Board that WHHA does not pay for the cost of trash pick up as it is the responsibility and expense of the City to maintain trash clean up, and the city choses the vendor that they use. Mr. Counter informed the Board WHHA pays a PILOT that includes the cost for trash pick-up. Commissioner O’Connor questioned why there is a trash pick-up expense listed under All American Waste on the AP reports. Mr. Counter clarified this expense was for construction waste, not covered by the City.

Commissioner Nugent asked if the City can do trash pick-up twice a week. Mr. Counter informed Commissioner Nugent and the rest of the Board that this is an ongoing issue and the City’s budget does not allow for additional weekly pick-up.

Personnel Committee

None

Development Committee

Mr. Counter informed the Board there are no updates on Thompson School funding as of yet,

and informed the Board of personnel changes to the Women’s Institute, WHHA’s development consultant. The Director of the development team left the organization to pursue a career outside of the Women’s Institute. The day to day staff remain in place.

Commissioner O’Connor visited the state capital earlier this month and he believes the WHHA will not receive funding for Thompson School due to the budget. Mr. Counter informed the Board he and the Mayor of West Haven will take a tour of all public housing sites once the Mayor has finalized the City’s budget. Mr. Counter recommended to the Board to put some thought into the option agreement for Thompson School, which is due to expire at the end of 2018, and figure out where the focus should be in the event Thompson School is not awarded the funding. This will be a continued discussion each month. Commissioner Orio asked about all the reports of studies that were conducted on Thompson School. Mr. Counter and Attorney Kravetz confirmed all of the reports are available to the public by the FOIA and were submitted to DOH and CHFA as part of the application process for the development.

Mr. Counter informed the Board about a year ago WHHA applied for 20 Project Based Vouchers (PBV), and currently leasing up 16. WHHA has until May to fill all 20 vouchers. He also informed the Board the Smoking Policy became official on July 1, 2017 for any new tenants that signed a lease. For existing tenants, it will become official on July 1, 2018. The smoking shelters have been installed outside all of the properties. Attorney Kravetz clarified with the Board that although this is a HUD required policy it doesn’t mean the state housing courts will kick-out existing tenants if they violate the policy. Attorney Kravetz believes there will be a lag time. By law, a tenant will have 15 days to cure (both state and federal law) and may be difficult for WHHA to prove the tenant is smoking, and prove the tenant is smoking after the 15-day cure period. If there is a recurrence within six months the WHHA will not be required to a 15-day cure period and complete a notice to quit. Attorney Kravetz believes we may face challenges with the courts evicting a tenant for smoking. Mr. Counter informed the Board there are several free smoking cessation programs that have been implemented by the Resident Services Coordinator and will continue to be in place for the next year to assist in enforcing the policy and assist tenants in need.

1. **Executive Director Report**

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

Attorney Kravetz provided the Board with a draft of the housing authority’s record retention policy at last month’s board meeting, provided a summary of the policy, and the Board had the opportunity to review the policy. Chairwoman Paine called for a motion to move the Board adopt the Record Retention Policy. Commissioner O’Connor made the motion. Seconded by Commissioner Orio. All in favor. Motion carried unanimously.

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

The Board entered into Executive Session at 8:33 AM. The Board came out of Executive Session at 9:03 AM.

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

None

1. **Adjourn meeting:**

As there was no other business to come before the Board, Chairwoman Paine adjourned the meeting at 9:03 AM.

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

John P. Counter

Executive Director / Secretary