

Housing Authority of the City of Ansonia

Robert Lisi, Chairman
Edward Norman, Vice Chairman
Eileen Krugel, Commissioner
Dan Kershaw, Commissioner
Samuel Levey, Commissioner

Troy D. White
Executive Director

36 Main Street
Ansonia, CT 06401
Phone: (203) 736-8888
(TDD/TTY): 1-800-842-9710
FAX: (203) 736-8833

Federal Express

April 2, 2015

Susan M. Forward, Region I Director
U.S. Department of Housing and Urban Development
Office of Fair Housing and Equal Opportunity
Thomas P. O'Neil Jr. Federal Building
10 Causeway Street, Room 321
Boston, MA 02222-1092

Re: Ansonia Housing Authority – Second Quarter Report- April 2015
Conciliation Agreement and Voluntary Compliance Agreement
HUD Case Numbers: 01-14-0021-8 and 01-14-0021-6

Dear Ms. Forward:

As per the terms of the Conciliation Agreement and Voluntary Compliance Agreement HUD Case Numbers: 01-14-0021-8 and 01-14-0021-6 this report and attachments shall serve as the Ansonia Housing Authority's quarterly report for the second quarter, April 2015. Below are areas of progress made as per the agreement section F, Affirmative Relief.

Administrative

A Different Perspective continues to provide skill assessment for residents of Riverside Apartments for potential employment opportunities in the construction trades related to proposed future work at the site. A Different Perspective is a Faith-based 501 C3 non-profit human services and education organization that was engaged by the Housing Authority in December 2014. A final report should be available in the next quarter report.

(In compliance with section G, Redevelopment of Subject Property, number 4)

The Housing Authority continues to utilize its website as another means to communicate to the community and residents of Riverside Apartments. The quarterly fair housing required reports



Susan M. Forward, Region I Director
Office of Fair Housing and Equal Opportunity
U.S. Department of Housing and Urban Development
April 2, 2015
Page 2

are posted on the website as well as the minutes of each Board meeting. The website can be accessed at www.ansoniahousing.com. (See attachment 1 website screen shot).

Redevelopment Activity

(In compliance with section G, Redevelopment of Subject Property, number 1, 2 and 3)

TAG Associates, Tise Design and Housing Authority staff participated in a brief scoring review of the Riverside Apartments 9% Tax Credit Application with Connecticut Housing Finance Authority (CHFA) staff. The review is a standard process for CHFA to ensure that they have not overlooked any information submitted by applicants. CHFA awarded the tax credit funding on March 26, 2015 and unfortunately the Ansonia Housing Authority did not receive funding for its project. The next funding opportunity for 9% tax credits will be November 2015. This is one of the primary sources of funding to build affordable housing. (See attachment 2 list of tax credit awardees).

(In compliance with section G, Redevelopment of Subject Property, number 1)

Demolition / Disposition Application (Northside)

During the quarter Housing Authority staff, TAG Associates and Tise Design have worked to review and determine to the greatest extent feasible how many more units could be placed on the Riverside site. Based on those reviews and discussions with various HUD staff, the Housing Authority submitted an amendment to the Special Application Center (SAC) to revise the demolition / disposition application. The Riverside redevelopment project would add an additional six (6) hard construction units on the existing 6 acre component of the site for a revised total of 54 new units onsite. These new units are not part of the fiscal projections and would need to be funded. Additionally, this would use approximately 3/4 acres on the Southside near the existing Tinney Community Center. Additionally the Housing Authority would propose to issue a Request for Proposals (RFP) for the project-basing of 20 housing vouchers in our jurisdiction. Based on current utilization, the Housing Authority has sufficient budget authority to cover the costs associated with these 20 project based voucher units. (See attachment 3 letter to SAC).



Susan M. Forward, Region I Director
Office of Fair Housing and Equal Opportunity
U.S. Department of Housing and Urban Development
April 2, 2015
Page 3

The Housing Authority of the City of Ansonia continues to make positive progress towards the redevelopment of Riverside Apartments and compliance with the Conciliation Agreement and Voluntary Compliance Agreement during the second quarter of 2015.

Should you have any questions, please do not hesitate to contact me at (203) 736-8888.

Sincerely,


Troy D. White
Executive Director

Attachments



ATTACHMENT I



Ansonia Housing Authority

[Home](#) [About Us](#) [Housing Choice Voucher](#) [Public Housing](#) [State Elderly](#) [Financials](#) [Contact Us](#) [Links](#)

Riverside Redevelopment Quarterly Reports

[October 2014](#)

[January 2015](#)

Designed and hosted by [PHA-Web](#). Copyright © 2014. All Rights Reserved.

ATTACHMENT II

ADVERTISEMENT



DOUBLE THE DATA CENTERS,
DOUBLE YOUR CHOICES.
NOW COAST-TO-COAST. [learn more](#)

<http://www.hartfordbusiness.com>

CT's parcels \$60M for affordable housing

3/26/2015

The state of Connecticut's two main housing promoters are providing more than \$60 million to 14 affordable-housing projects statewide, authorities say.

The Department of Housing (DOH) and the Connecticut Housing Finance Authority (CHFA) announced the investments Thursday to build or rehab 851 affordable apartments and 246 market-rate units in 11 cities and towns.

Wethersfield's town-owned Westfield Heights and a planned remake of Stafford's Avery Park housing are among the recipients.

Authorities said the awarded projects competed successfully in either the sixth round of the state's Competitive Housing Assistance for Multifamily Properties (CHAMP) initiative or the federal 9 percent low-income housing tax credit (LIHTC) round.

Investments include more than \$60 million in state capital funding, a projected \$84.6 million in federal 4 percent and 9 percent LIHTC credit equity, and \$19.4 million in permanent CHFA tax exempt bond financing. Administered by DOH, CHAMP helps owners and developers of multifamily rental developments to expand or rehabilitate affordable and supportive housing.

The CHAMP recipients are:

Brookfield Village, Brookfield – DOH will provide up to \$4.5 million and CHFA will provide \$4.6 million in tax exempt bond financing and \$2.5 million in 4% LIHTC net proceeds to Brookfield Village LLC to assist in the creation of a 48-unit mixed-use, mixed-income development in Brookfield. Forty-three of the 48 units will be restricted as affordable housing; the rest will be rented at market rate.

Essex Place, Essex – DOH will provide up to \$3.83 million to assist in the development of Essex Place, a newly constructed 22-unit affordable elderly apartment building. Essex Place will be located adjacent to the existing 36-unit Essex Court elderly housing development.

Norfolk Town Center, Norfolk – DOH will provide up to \$3 million to assist in the development of 10 affordable apartments for families in Norfolk. The units will be created on three sites in the heart of Norfolk Village.

The Lofts at Ponemah Mills, Norwich – DOH will provide up to \$4.97 million and CHFA will provide \$8.25 million in tax exempt bond funding and \$1 million in 4 percent LIHTC net proceeds to assist in the rehabilitation and adaptive re-use of a portion of the historic Ponemah Mills, dating from the 1860s, located in the Taftville section of Norwich.

Metro Green 3, Stamford – DOH will provide a loan of up to \$5 million to assist in the construction of the 155-unit Metro Green III project in the heart of Stamford's downtown south end.

Westfield Heights, Wethersfield – DOH will provide up to \$3.5 million to assist in the substantial rehabilitation of Westfield Heights, which is owned and managed by the Wethersfield Housing Authority. Westfield Heights contains 132 apartments for families within 82 separate buildings on 20 acres in the heart of Wethersfield.

Brown Building, Waterbury – DOH will provide up to \$5 million to assist in the redevelopment of The Brown Building, located in the heart of downtown Waterbury. The Brown Building was constructed in 1930 and is in the Waterbury Downtown

Schoolhouse Apartments, Waterbury – DOH will provide up to \$3.85 million and CHFA will provide \$6.55 million in tax exempt bond financing and \$8.3 million in 4% LIHTC net proceeds to assist in the redevelopment of the Schoolhouse Apartments in Waterbury. . The developments receiving 9 percent LIHTCs are:

515 West Avenue, Bridgeport; Bridgeport Neighborhood Trust - CHFA has awarded \$8.2 million in LIHTC equity and DOH will provide up to \$1.6 million in state capital funds to construct this 48-unit mixed-income development. 515 West Avenue will be located within a half-mile of an existing mass-transit station.

Avery Park Revitalization, Stafford; Stafford Housing Authority – CHFA has awarded \$11.1 million in LIHTC equity and DOH will provide up to \$6.5 million in state capital funds to build a new complex with 79 one-bedroom apartments for elderly residents.

Crescent Crossing Phase 1B, Bridgeport; Bridgeport Community Renewal Associates, LP – CHFA has awarded \$19.1 million in LIHTC equity and DOH will provide up to \$5 million in state capital funds and \$2.8 million in Superstorm Sandy Community Development Block Grant Disaster Recovery funds to build Crescent Crossing. The new mixed-income development is the second phase of housing to replace units at Marina Village that were damaged beyond repair by Superstorm Sandy, as well as units at the former Father Panik Village development. There will be four buildings with a total of 84 units.

East Street Apartments, New Milford; Dakota Partners Inc. – CHFA has awarded \$6.2 million in LIHTC equity and DOH will provide up to \$4.2 million in state capital funds, for new construction and renovations at East Street Apartments. The development will be a combination of new construction and gut renovation of an existing historic home on the property, creating 38 apartments.

The Mill at Killingly Apartments, Killingly; Women's Institute for Housing & Economic Development – CHFA has awarded \$5.6 million in LIHTC equity and DOH will provide up to \$4.9 million in state capital funds to develop The Mill at Killingly Apartments. The project will be an adaptive reuse of a brownfield site and will require extensive remediation.

Spruce Ridge/Meadows, in Stonington's Pawcatuck section; Mutual Housing of South Central CT – CHFA will provide \$10 million in LIHTC equity and DOH will provide up to \$5 million in state capital funds. Previously the department awarded \$3.5 million for the development. Spruce Ridge/Meadows will combine two adjacent sites for the construction of 86 new apartments, with 67 tagged as affordable.

© 2015 HartfordBusiness.com

ATTACHMENT III

Housing Authority of the City of Ansonia

Robert Lisi, Chairman
Edward Norman, Vice Chairman
Eileen Krugel, Commissioner
Dan Kershaw, Commissioner
Samuel Levey, Commissioner

Troy D. White
Executive Director

36 Main Street
Ansonia, CT 06401
Phone: (203) 736-8888
(TDD/TYY): 1-800-842-9710
FAX: (203) 736-8833

March 2, 2015

Tamara S. Gray, Director
Special Applications Center
U.S. Dept. of Housing and Urban Development
77 West Jackson Boulevard – 24th Floor
Chicago, IL 60604

Re: Demolition and Disposition Application – Riverside Apartments, Ansonia, CT

Dear Ms. Gray:

I am writing to update you from the previous phone conversation held on January 14, 2015 that included SAC Staff, HUD Fair Housing Staff from the Boston Regional HUD Office and HUD Field Office Staff from Hartford in which we discussed our pending application for the proposed demolition and disposition of the Riverside Apartments public housing development located in Ansonia, Connecticut. Your office has previously approved and the Authority has completed the demolition of 105 units at the site such that 60 units remain. No portion of the site has been approved for disposition. Our initial proposal was for the new construction of 48 affordable housing units on approximately 6 acres and the disposition of approximately 2.55 acres to the City of Ansonia for potential future use as a public safety facility.

Based upon the concerns that were raised by both SAC and Fair Housing staff, we would like to amend our current application based upon the following revised proposal as follows:

1. The Housing Authority had an analysis completed to determine how to the greatest extent feasible how many more units could be placed on the site. Based on that, the project would add an additional six (6) hard construction units on the existing 6 acre component of the site for a revised total of 54 new units onsite. Note these units are not part of the fiscal projections and would need to be funded;
2. The Authority will issue a Request for Proposals for the project-basing of 20 housing vouchers in our jurisdiction. Based on current utilization, the Housing Authority has sufficient budget authority to cover the costs associated with these 20 units;



Tamara S. Gray, Director
Special Applications Center
March 2, 2015
Page 2

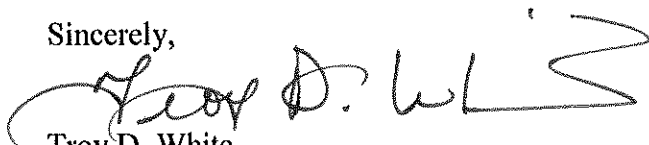
3. The entire 8.55 acres at the Riverside site would be transferred to an affiliate entity of the Housing Authority with no component to be disposed to the City at this time. If the proposed public safety facility becomes an actual feasible project in the near future, a subsequent disposition application would be submitted to your office for consideration that would also address any issues surrounding fair market value and would include an appraisal as supporting documentation.

The Housing Authority believes that our revised proposal addresses the concerns that were raised during our conference call. An additional twenty six (26) units of housing are proposed for low income families, both onsite and within the community, over and above our initial 48 unit project. The Authority would continue to exercise control of the land at Riverside, both to be utilized for onsite new construction units and the 2.55 acres for future use. The SAC Office would still have the opportunity for a full review as part of a future disposition application if we propose to transfer this parcel to a 3rd party, such as the City of Ansonia, and we understand that the Authority would be required to obtain fair market value for this parcel as part of any transaction. We understand that your Office may impose some restrictions, for timing and/or use, as to the 2.5 acres so that the parcel does not sit vacant for an indefinite period of time. The Authority is committed to complying with any terms and conditions so as to effectuate use of the entire site over a reasonable time period, whether through a 3rd party as part of a transaction approved by SAC or through activity conducted by the Housing Authority.

Time is certainly of the essence for the Housing Authority as it is currently in the process of seeking funding, both private and public, to implement its redevelopment plan. Approval of our demolition and disposition application will also allow us to apply for tenant protection vouchers to be used as a relocation resource for our residents who are living in units that are severely physically distressed, as evidenced both by our application and the fact that approval was previously received for the demolition of 105 units at the same development.

We look forward to discussing our revised proposal with you and staff at your earliest convenience. Thank you for your consideration and continued assistance.

Sincerely,


Troy D. White
Executive Director




Housing Authority of the City of Ansonia

Robert Lisl, Chairman
Edward Norman, Vice Chairman
Eileen Krugel, Commissioner
Dan Kershaw, Commissioner
Samuel Levey, Commissioner

Troy D. White
Executive Director

36 Main Street
Ansonia, CT 06401
Phone: (203) 736-8888
(TDD/TYY): 1-800-842-9710
FAX: (203) 736-8833

TO: Board of Commissioners
FM: Troy D. White, Executive Director 
RE: Executive Director Report – January 2015
DT: January 28, 2015

Administrative

The request for proposals (RFP) was issued for the management review of the Housing Choice Voucher program. Two vendors submitted proposals by the deadline of January 23, 2015. Staff will evaluate the proposals and select a firm to begin the assessment prior to the February 2015 Board meeting. Once the firm is under contract the assessment will be completed within 60 days from notice to proceed. The findings from the assessment will be reported to the Board of Commissioners.

A request for proposals (RFP) for auditing services was re-issued. The first solicitation yielded only one proposal. The re-issued RFP will close on February 13, 2015. The goal is to have a firm in place to start the 2014 fiscal year audit in April 2015.

Riverside Apartments Redevelopment

TAG Associates, Tise Design and Housing Authority staff continues to work with the Connecticut Housing Finance Authority to provide clarification to aspects of the 9% tax credit application submitted on November 3, 2014. The Ansonia Housing Authority is among six Housing Authority's competing for 9% tax credit funding this round.

Staff and TAG Associates participated in a conference call with HUD's Hartford Office, the Special Application Center (SAC) and the Boston Regional Office to discuss the Demolition / disposition application and provide clarity to the application. The Housing Authority and its partners will work on the suggestions from the conference call to provide further clarity.



Tise Design and the Housing Authority will begin the site plan review process which will require approval of the redevelopment site by the City of Ansonia's Planning and Zoning Commission. This process will start in February 2015 and take a few months to complete.

A Different Perspective has hosted four meetings with residents of Riverside Apartments regarding the preliminary assessment for potential employment opportunities. The sessions have gone well and the initial phase of the engagement will conclude in March 2015 with a report out to the Board of Commissioners.

Follow-up from the December 17, 2014 Board Meeting

There was no formal request of the Housing Authority at the December 17, 2014 meeting. However, there was a comment to better market our events, such as the Holiday resident luncheon to the local media.



Housing Authority of the City of Ansonia

Robert Lisi, Chairman
Edward Norman, Vice Chairman
Eileen Krugel, Commissioner
Dan Kershaw, Commissioner
Samuel Levey, Commissioner

Troy D. White
Executive Director

36 Main Street
Ansonia, CT 06401
Phone: (203) 736-8888
(TDD/TTY): 1-800-842-9710
FAX: (203) 736-8833

TO: Board of Commissioners
FM: Troy D. White, Executive Director
RE: Executive Director Report – February 2015
DT: February 25, 2015

Administrative

There were two proposals for the Housing Choice Voucher Program Management Review received by the deadline of February 13, 2015: Quadel Consulting Corporation and The Nelrod Company. After a review of the proposals, staff selected The Nelrod Company.

The Nelrod Company is one of the country's premiere affordable housing and energy efficiency consulting firms. Nelrod went against the grain. We chose to instead focus on smaller housing communities – those with similar problems, but fewer available resources. Originally conceived with the simple mission of empowering a few struggling small housing communities, the company has since transformed assisted housing operations nationwide. Nelrod provides a range of consulting and assessment services to agencies and corporations.

Today, The Nelrod Company still specializes in providing management, planning, and training services to the affordable and assisted housing industry. However, they have since expanded their service offerings to include technical assistance to almost every facet of management and federal program operations. Accordingly, they have assisted more than 3,720 assisted housing agencies, hundreds of construction companies and more than 35,400 individual clients in the United States and overseas.

The services that will be provided by The Nelrod Company are as follows:

TASK 1 Orientation Conference Call
TASK 2 Data Collection



TASK 3	HCV SEMAP Management Review
TASK 4	Up to 57 File Reviews
TASK 5	Waiting List Management Review
TASK 6	HQS Standards Review
TASK 7	Staffing Assessment
TASK 8	Project Based Vouchers Review
TASK 9	FSS Review
TASK 10	Management Action Plan / Written Report / Action Plan
TASK 11	Technical Assistance post Written Report

Nelrod will begin the Housing Choice Voucher Program Assessment on March 16, 2015.

Riverside Apartments Redevelopment

TAG Associates, Tise Design and Housing Authority staff participated in a brief scoring review of the Riverside Apartments 9% Tax Credit Application with Connecticut Housing Finance Authority (CHFA) staff. The review is a standard process for CHFA to ensure that they have not overlooked any information submitted by applicants. There are a total of six tax credit applications in the Housing Authority category in the 2014 funding round. Announcements of awards are expected to be approved by the CHFA in March 2015.

Follow-up from the January 28, 2015 Board Meeting

No follow actions reported at the January 28, 2015 regular meeting.



Housing Authority of the City of Ansonia

Robert Lisi, Chairman
Edward Norman, Vice Chairman
Eileen Krugel, Commissioner
Dan Kershaw, Commissioner
Samuel Levey, Commissioner

Troy D. White
Executive Director

36 Main Street
Ansonia, CT 06401
Phone: (203) 736-8888
(TDD/TTY): 1-800-842-9710
FAX: (203) 736-8833

TO: Board of Commissioners
FM: Troy D. White, Executive Director
RE: Executive Director Report -- March 2015
DT: March 25, 2015

Administrative

The Nelrod Company was at the Housing Authority from March 16-20 as per the scope of services from their contract. The following tasks were completed during the initial site visit:

TASK 1	Orientation Conference Call
TASK 2	Data Collection
TASK 3	HCV SEMAP Management Review
TASK 4	Up to 57 File Reviews
TASK 5	Waiting List Management Review
TASK 6	HQS Standards Review
TASK 7	Staffing Assessment
TASK 8	Project Based Vouchers Review
TASK 9	FSS Review

All Housing Choice Voucher staff participated in the site visit. Technical assistance was provided throughout the site visit in areas of utilization, PIC reporting, participants file screening, areas to improve the waiting list management and general Housing Choice Voucher policy information. The management plan will be developed over the next few weeks and submitted to the Housing Authority with recommendations of steps that may be taken to improve the operations of the program. The file report will be submitted to the full Board of Commissioners at the April 2015 Board meeting.



A request for proposals (RFP) for Auditing Services was re-issued in January 2015 because the previous solicitation issued in late 2014 only yielded one proposal. The RFP closed on February 16, 2015. The following three firms submitted proposals:

- Guyder Hurly
- Maletta & Company
- Ron L. Beaulieu, CPA

A review of the proposed was completed and resolution 2015-04 in the Board package is a recommendation to the full Board of Commissioners to award a three year contract with two (one year) options to Maletta & Company. The contract would cover the annual audits for fiscal years 2014, 2015 and 2016 with options for 2017 and 2018.

Diversity in the Workplace training is being scheduled in April 2015 for the entire Housing Authority staff. The training will be conducted by Jim Rascati, Director of Organizational Services at Behavioral Health Consultants, LLC. Behavioral Health Consultants are also the EAP provider for the Housing Authority.

Riverside Apartments Redevelopment

It is anticipated that the awards of the 9% Tax Credit Application from the Connecticut Housing Finance Authority (CHFA) will go before their Board of Directors at the March 26, 2015 meeting. The Board will be notified once the agency knows if the funding application was awarded or not awarded.

On March 2, 2015 a letter was sent to Tamara S. Gray, Director, Special Applications Center at the U.S. Department of Housing and Urban Development to request an amendment of the Housing Authority's demolition and disposition application. The three areas that are proposed are below. The full letter to Ms. Gray is attached to this report.

1. The Housing Authority had an analysis completed to determine the greatest extent feasible how many more units could be placed on the site. Based on that, the project would add an additional six (6) hard construction units on the existing 6 acre component of the site for a revised total of 54 new units onsite. Note these units are not part of the fiscal projections and would need to be funded.
2. The Authority will issue a Request for Proposals for the project-basing of 20 housing vouchers in our jurisdiction. Based on current utilization, the Housing Authority has sufficient budget authority to cover the costs associated with these 20 units.
3. The entire 8.55 acres at the Riverside site would be transferred to an affiliate entity of the Housing Authority with no component to be disposed to the City at this time. If the proposed public safety facility becomes an actual feasible project in the near future, a subsequent disposition application would be submitted to your office for consideration that would also address any issues surrounding fair market value and would include an appraisal as supporting documentation.



The Housing Authority is awaiting a response from the Special Application Center on the demolition and disposition amendment request to determine next steps.

As part of the demolition application, the Hartford HUD Field Office has requested the Housing Authority to update the information related to the environmental reports completed on the site. The environmental company and our partners are working these updates and will have them completed by March 27, 2015. As per HUD requirements for environmental assessments 24 CFR part 58, the Housing Authority will then place a legal notice (Notice of Finding of No Significant Impact and a Notice of Intent to Request a Release of Funds) in the newspaper. There is a statutory 15 and 18 days comment period that takes place prior to having the Responsible Entity to have the Certifying Official sign the documents that will be sent to the Hartford HUD Field Office for review.

A monthly meeting has been established with the Mayor and his staff to discuss the progress of the Riverside Apartments redevelopment project. This meeting will aid with the coordination needed with the City on the project.

The next quarterly report on the Voluntary Compliance Agreement with the Boston Regional HUD Office is due the first Tuesday in April 2015. The reports and all attachments are placed on the Housing Authority's website at www.ansoniahousing.com.

Follow-up from the February 25, 2015 Board Meeting

No follow-up actions reported at the February 25, 2015 regular meeting.



**Housing Authority of the City of Ansonia
Minutes
Wednesday December 17, 2014**

The monthly meeting of the Housing Authority of the City of Ansonia was called to order at **6:00 p.m.** on **December 17, 2014** by Chairman, Robert Lisi at the main office located at 36 Main St., Ansonia, CT.

Pledge of Allegiance.

Roll Call: Robert Lisi - Chairman, Edward Norman - Vice Chairman, - Dan Kershaw – Commissioner and Rev. Samuel Levey – Commissioner. Also present was Troy White, Executive Director. Absent Commissioner – Eileen Krugel.

Additions, deletions or corrections to the agenda as presented. None.

Approval of the minutes of the regular meeting of the AHA of November 19, 2014.

Chairman Robert Lisi asked for questions on the minutes. Hearing none motion was made.

- **Motion to approve the minutes of the regular meeting and annual meeting of the AHA of November 19, 2014.**

Motion by Vice Commissioner, Edward Norman. **Second** by Commissioner, Dan Kershaw. **All in Favor.** Motion passes unanimously.

Public Session:

Joan Radin, Board of Aldermen, 5th Ward – AHA Community Housing Committee: Ms. Radin commended the AHA and Director White for the recent Holiday Luncheon held at the Ortol Community Center. She also praised the students and staff for the meal prepared by Emmett O'Brien Technical High School and the service to the residents. She further praised Director White and his staff for an excellent 2014 year and looked forward to a even better 2015.

Other members of the Commission also gave high marks to Ms. Clifford, ROSS Coordinator for arranging the luncheon and to the staff and students of Emmett O'Brien Technical High School for a job well done.

Review of Financial Statements:

Executive Director, Troy White stated that because the meeting for the month of December is earlier in the month due to the holiday the closing of the month's financials is delayed. The financial statements for November will be presented at the January 2015 scheduled meeting.

Director White did provide Commissioners with the Vendor Accounting Invoice Transaction through December 11, 2014.

Chairman Lisi asked if any of the commissioners had any questions on the statements provided by Director White. Chairman Lisi questioned the Investigative Services fee of \$6,334.91.

Director White stated that it was a personnel issue and he was not at liberty to discuss the matter due to the fact that it was a personnel issue.

***Full context of Vendor Accounting Invoice Transactions through December 11, 2014 will be placed on file with the filing of the minutes of the Ansonia Housing Authority for December 17, 2014.**

***Monthly Reports:**

Executive Director, Troy White presented his monthly Director's Report:

Executive Director, Troy White presented his monthly report.

Director White reported that a Public Hearing was held on December 10, 2014 with regards for public comments on the new flat rents for all Public Housing developments. No one was present other than Director White and Housing Operations Director Bob Henderson.

The AHA is participating in the Family Self Sufficiency Program which helps Housing Choice Voucher and Public Housing participants gain independence. Director White reported that with the help of the program the following results have occurred: 1). 28 households have increased their income; 2). 35 households had a cash reduction in assistance; 3). 14 households have ceased receiving assistance as a result of household income increasing; 4). the average increase in household income was \$8,688.77; 5). one household graduated from the program in 2014; and 6). there were a total of four graduates from the program in 2013.

Vice Commissioner Norman asked how the residents are made aware of the program. Director White stated that the program is promoted through mailings and the annual rectification process.

Director White also gave a report on the Riverside Development project. AHA staff, Tise Design and TAG Associates worked to provide additional information and clarity to the November 25, 2014 deficiency letter for the 9% tax credit application submitted November 3, 2014 to the Connecticut Housing Financing Authority (CHFA). All items for the CHFA letter were addressed and the December 16, 2014; 4:00 p.m. deadline was met.

It is also reported that the AHA has engaged A Different Perspective founded by Ms. Simone A. Mason to provide a preliminary assessment for the residents of Riverside Apartments for potential employment opportunities. This is a non-profit human services and education organization which would hold Community Engagement Meetings, Discuss Employment Opportunities, Evaluate Skill Sets and Training Needs and Development of a preliminary assessment for the residents.

Housing Operations Director, Bob Henderson presented his monthly Property Manager report:

Mr. Henderson reported on the following AHA sites:

Riverside Apartment Complex – Olson Drive:

There were a total of 32 work orders issued with 19 routine and 13 emergencies. All were addressed and work completed. Unit #149 a three-bedroom unit is off-line.

Mr. Henderson reported that there was roofing and plumbing issue which was handled in-house with maintenance at a savings of approximately \$5,000.00. Vice Chairman Norman voiced his concern regarding mold build-up when the warm weather approaches. Mr. Henderson is well aware of the concerns and with possible issues in the future and will work closely with the Naugatuck Valley Health District (NVHD).

John J. Stevens Apartments – 75 Central Street:

There were a total of 14 work orders issued with 10 routine, 2 emergencies, 1 contact and 1 urgent. All were addressed and work completed.

Unit #26 is currently under maintenance utilizing the new transformation policy recently put in place.

Monsignor Hynes Apartment Complex – 70 Woodlawn Avenue: There were a total of 22 work orders 15 routine and 7 emergencies. All have been addresses and taken care of.

Mr. Henderson reported that in the spring the current heating issues would be addressed. Mr. Henderson stated that although the current system is 5 years old it is not an efficient system.

James J. O'Donnell Apartments – State Elderly – 63 Woodlawn Avenue: There were a total of 10 work orders issued with 5 being routine, 4 emergency and 1 urgent work orders. All were addressed and work completed. Unit #202, Unit #401 and #408 are under maintenance and leases are up.

Housing Operations Director, Bob Henderson presented his monthly Housing Choice Voucher Program Report:

Mr. Henderson reported that management is currently under review and will be ready for presentation as soon as complete.

It was reported that there are a total of 563 tenants for the HCV program with room for an additional 169 for a total of 732. More information will be presented at the next monthly meeting. It was noted that the AHA is working closely with the City of Ansonia Building Inspector and all landlords are being made aware that each apartment rented must obtain a CO (Certificate of Occupancy) from said department. Mr. Henderson also made note the all blight issues would be addressed and follow-up and protocol will be followed to ensure that all residents are abiding by the rules and regulations when leasing apartments.

Mr. Henderson reported that there were a total of 89 inspections conducted for the month of November 2014 and all done by two staff members. Chairman Lisi asked about the 36 re-inspections? Mr. Henderson stated that it is a breakdown of communication between all parties. Landlords need to be clearly aware of the expectations and requirements prior to and when leasing to tenants. This will be followed much more closely and the numbers will drop.

Ross Grant Coordinator/Resident Service Coordinator, Vicky Clifford, presented her monthly report:

Ms. Clifford reported that a total of 55 residents participated in the Annual Holiday Luncheon at the Ortol Community Center. The special guest was Santa Claus assisted by one of his elves handed out stocking stuffers to the residents. The luncheon was catered by Emmett O'Brien Technical High School students under the direction of Chef Fusco.

Ms. Clifford is currently in the works of scheduling events for the tenants for 2015.

***All reports presented will be on file with the filing of the minutes of the Ansonia Housing Authority for December 17, 2014.**

Report of Committees. None.

Unfinished Business: None.

New Business: None.

Chairman Bob Lisi presented the following resolution to the commissioners:

Resolutions were read by Director Troy White:

Housing Authority of the City of Ansonia

RESOLUTION 2014-23

RESOLUTION AUTHORIZING THE APPROVAL OF THE FIRST AMENDMENT OF THE 2015 PUBLIC HOUSING AGENCY FIVE-YEAR AN ANNUAL PLAN AND REVISIONS OF THE ADMISSIONS AND CONTINUED OCCUPANCY POLICY (ACOP) FOR THE FLAT RENT AT PUBLIC HOUSING SITES AT THE HOUSING AUTHORITY OF THE CITY OF ANSONIA

~~~~~

**Housing Authority of the City of Ansonia**

**RESOLUTION 2014-24**

**RESOLUTION AUTHORIZING THE ADOPTION OF THE 2015 FAIR MARKET RENT FOR THE HOUSING CHOICE VOUCHER PROGRAM IN THE CITY OF ANSONIA, TOWN OF SEYOUR AND THE CITY OF SHELTON**

~~~~~

Housing Authority of the City of Ansonia

RESOLUTION 2014-25

**RESOLUTION AUTHORIZING THE WRITE-OFF FOR FISCAL YEAR END 2014 FOR
THE LOW INCOME PUBLIC HOUSING PROGRAM**

~~~~~

**Housing Authority of the City of Ansonia**

**RESOLUTION 2014-26**

**RESOLUTION AUTHORIZING THE WRITE-OFF FOR FISCAL YEAR END 2014 FOR  
THE STATE MODERATE INCOME HOUSING PROGRAM.**

~~~~~

- **Motion to approve the following Resolutions as presented and read into the record by Troy White, Executive Director: RESOLUTION 2014-23, RESOLUTION 2014-24, RESOLUTION 2014-25 and RESOLUTION 2014-26.**

Motion by Vice Chairman, Edward Norman. **Second** by Commissioner, Dan Kershaw. **All in Favor.**
Motion passes unanimously.

**Complete text of RESOLUTION 2014-23, RESOLUTION 2014-24, RESOLUTION 2014-25 and RESOLUTION 2014-26 will be on file with the filing of the minutes of the Ansonia Housing Authority for December 17, 2014.*

- **Motion to go into Executive Session at 7:25 p.m. and inviting Troy White, Executive Director for the Evaluation and Annual Performance Review of the Executive Director at the request of Executive Director.**

Motion by Vice Chairman, Edward Norman. **Second** by Commissioner, Dan Kershaw. **All in Favor.**
Motion passes unanimously.

- **Motion to return to regular session at 7:41 p.m. No action taken from Executive Session.**

Motion by Vice Chairman, Edward Norman. **Second** by Commissioner, Dan Kershaw. **All in Favor.**
Motion passes unanimously.

Adjournment:

- **Motion to adjourn at 7:41 p.m.**

Motion by Vice Chairman, Edward Norman. **Second** by Commissioner, Dan Kershaw. **All in Favor.**
Motion passes unanimously.

Respectfully submitted,

Laura A. Wabno

Recording Secretary

***These minutes are subject to the approval of the Housing Authority of the City of Ansonia at their next scheduled meeting.**

Housing Authority of the City of Ansonia
Minutes
Wednesday – January 28, 2015

The monthly meeting of the Housing Authority of the City of Ansonia was called to order at **6:00 PM on January 28, 2015** by Chairman, Robert Lisi at the main office located at 36 Main St., Ansonia, CT.

Pledge of Allegiance.

Roll Call: Robert Lisi - Chairman, Edward Norman - Vice Chairman, - Dan Kershaw – Commissioner, Eileen Krugel - Commissioner and Rev. Samuel Levey – Commissioner. Also present was Troy White, Executive Director.

Additions, deletions or corrections to the agenda as presented. None.

Approval of the minutes of the regular meeting of the AHA of December 17, 2014.

Chairman Robert Lisi asked for questions on the minutes. Hearing none a motion was made.

- **Motion to approve the minutes of the regular meeting of the AHA of December 17, 2014.**

Motion by Commissioner, Eileen Krugel. **Second** by Commissioner, Dan Kershaw. **All in Favor.** Motion passes unanimously.

Public Session:

Dr. Simone Mason thanked the commission for the opportunity to help serve the residents under the Ansonia Housing Authority and educate the families through A Different Perspective.

Vice Chairman, Edward Norman asked if Dr. Mason would be able to give a short verbal presentation this evening on her engagement to date. Dr. Mason stated that she originally had 15 residents and to date 12 are still in the program. Her objective is to help woman with children with various stages of disabilities and pushing them beyond their comfort zone. The entire process is a transition from beginning to end of construction and rebuilding of themselves, to ready them for employment and self-sufficiently while building self-esteem and confidence. She went on to ask to meet with Chairman Lisi and form a working relationship with the Board of Education and utilize all avenues within the educational system in the City of Ansonia to help with the process. Chairman Lisi stated that yes he looks forward to meeting with Dr. Mason.

A resident (unidentified) stated that she has taken part in the program being offered with Dr. Mason and the Ansonia Housing Authority and she has been encouraging other residents. She also made note that she has seen a big change in the past year with the Ansonia Housing Authority as a whole and it has all been positive.

Chairman Lisi and Director White thanked Dr. Mason and the resident for their comments.

Review of Financial Statements:

Executive Director, Troy White reported that due to do diligence on behalf of himself and the staff of the Ansonia Housing Authority the actual financial surplus through the 11 month period of 2014 is \$248,462.00 even with 21.63% less funding from HUD. This includes a loss in the Housing Choice Voucher Program of \$38,915.00 due to reduced administrative fees. Executive Director, White made note that in 2013 the deficit within the State Elderly Program was \$109,000.00 and again due to hard work and watching the bottom line today the deficit is less than half at \$45,113.00.

Chairman Lisi asked what was All Star Property Management, LLC for \$3,350.00? Executive Director, White stated that this was the name of the new management company for the Ansonia Housing Authority's office space at 36 Main Street.

Chairman Lisi also asked if there were any complaints from the residents with regards to the changing of AT&T to Frontier? Executive Director, White stated no, he had not had any complaints within the AHA but, he has heard from outsiders of some problem that they were having.

***Full context of Vendor Accounting Invoice Transactions through November 30, 2014 will be placed on file with the filing of the minutes of the Ansonia Housing Authority of January 28, 2015.**

***Monthly Reports:**

Executive Director, Troy White presented his monthly Director's Report:

Executive Director, White took this opportunity to thank Dr. Mason for all her help and assistance with the resident assessments.

On the Administrative side Executive Director, White reported that the requests for proposals (RFP) for the Management Review of the Housing Choice Voucher program were closed January 23, 2015. Staff is currently evaluating the proposals and will be selecting a firm to begin the assessments prior to the February 2015 Board meeting. Once the firm is under contract the total assessments will be completed within 60 days from notice to proceed. A full report will be presented to the Board once completed.

It was also reported that the proposals (RFP) for auditing services was re-issued when only one solicitation was submitted. The RFP will close February 16, 2015.

Chairman Lisi asked is there were any questions, hearing none Executive Director, White was thanked for his report.

Housing Operations Director, Bob Henderson presented his monthly report:

Mr. Henderson reported on the following AHA sites:

Property Management

Riverside Apartment Complex – Olson Drive:

There were a total of 32 work orders issued with 21 routine, 10 emergencies and 1 urgent. All were addressed and work completed. Unit #149 a three-bedroom unit is off-line.

Mr. Henderson reported that the heating system is the main cause for emergency service.

John J. Stevens Apartments – 75 Central Street:

There were a total of 17 work orders issued with 14 routine, 2 emergencies and 1 urgent. All were addressed and work completed.

Unit #31 is currently under maintenance being ready for vacancy turn using the new process.

Mr. Henderson reported that the boiler systems again are the main issues for service at the site.

Monsignor Hynes Apartment Complex – 70 Woodlawn Avenue: There were a total of 51 work orders 36 routine, 10 emergencies and 5 urgent. All have been addresses and taken care of.

Unit #1 is currently under maintenance.

Chairman Lisi asked Mr. Henderson to notify him once the unit is completed and prior to the new tenant moving in.

Mr. Henderson again reiterated to the commission that the heating system needs to be addressed.

Commissioner Eileen Krugel made note that the grant cycles are staring up for 2015. One grant that may be helpful, the Small Cities Grant with senior housing projects is seen as favorable. Ms. Krugel offered her assistance to help Mr. Henderson.

Executive Director, White stated that he and Mr. Henderson will be researching and going out to bid to replace the current heating system at the site and eventually replacing the windows.

James J. O'Donnell Apartments – State Elderly – 63 Woodlawn Avenue: There were a total of 32 work orders issued with 15 being routine, 6 emergency and 11 inspection work orders. All were addressed and work completed. Unit #202, Unit #401, Unit #408 and Unit #308 are under maintenance and leases are up.

Mr. Henderson reported that approximately 30% of the hot water heaters need to be replaced.

Mr. Henderson also reported with the change of the demographics of the residents and the concern of some of the long time residents he has asked the Ansonia Police Department to increase the patrols and possibly walk the halls occasionally and get to know the residents and for the residents to get to know the police officers. He also noted that some of the vacancies are due to residents not willing to adhere to the strict no pet policy and have opted to move elsewhere.

Housing Choice Voucher Program:

It was noted that the AHA is working closely with the City of Ansonia Building Inspector and all landlords will be made aware that each apartment rented in Ansonia must obtain a CO (Certificate of Occupancy) from said department. Mr. Henderson also made note the all blight issues would be addressed and follow-up and protocol will be followed to ensure that all residents are abiding by the rules and regulations when leasing apartments.

Mr. Henderson reported that there were a total of 47 inspections conducted for the month of December 2014 and all done by two staff members. There were a total of 21 inspections, 19 failed inspections and 7 initial inspections.

It was duly noted that the Administrative Plan for Section 8 is being reviewed for changes. The staff and Mr. Henderson will be working on some Saturdays to start the lease up process (issue vouchers).

Ross Grant Coordinator/Resident Service Coordinator, Vicky Clifford, presented her monthly report:

Ms. Clifford reported that on December 26, 2014 a Resident Meeting was held about AHA's Policies and Procedures. After the meeting some of the residents stayed and commented afterwards that they found the meeting informational however, they enjoyed the informal conversation with Ms. Clifford discussing everyday life issues.

A luncheon is being planned on Friday February 20, 2015 at the Ortol Community Center. It will be catered by Emmett O'Brien Technical High School. The program will be coordinated to celebrate Black History Month, President's Washington and Lincoln's Birthday and Valentine's Day. Ms. Clifford will be reaching out and extending an invitation to the Ansonia Police Department, the Fire Department and Ansonia Library to attend the luncheon and give a small presentation.

Commissioner, Eileen Krugel commended Ms. Clifford for all the work she does on behalf of the residents. Commissioner Krugel made mention that the Valley Community Foundation has grants available which would help with future trips and culture experiences for the residents and offered her assistance if needed.

***All reports presented will be on file with the filing of the minutes of the Ansonia Housing Authority of January 28, 2015.**

Report of Committees. None.

Unfinished Business: None.

New Business: None.

Chairman Bob Lisi presented the following resolution to the commissioners:

Resolutions were read by Executive Director, Troy White:

Housing Authority of the City of Ansonia

RESOLUTION 2015-01

**RESOLUTION AUTHORIZING THE ADOPTION OF THE SMALL PURCHASES "P"
CARD POLICY AND PROCEDURES**

~~~~~  
Executive Director, White explained that this resolution would enable only those authorized; the Executive Director, Housing Operations Director, ROSS Coordinator and Bookkeeper to make small dollar purchases up to the Micro-Purchase threshold of \$2,000.00. "P" Cards are issued to purchase materials, supplies, equipment and services that are generally non-perishable or disposable. This program would allow the approved cardholder to purchase commodities and services from approved vendors only. This would allow the departments' greater flexibility in obtaining goods or services under \$2,000.00 and reduce the volume of requisitions/purchase orders processed. The "P" Card is issued through Webster Bank.

It will be at the Executive Director's discretion if anyone else would be eventually added to the initial list of approved departments submitted tonight. It would also be the Executive Directors if any expenses go beyond the \$2,000.00 limit in the case of an emergency and for the Executive Director to mitigate the expense with the vendor. Each emergency would be handled case by case.

**Motion** by Commissioner Eileen Krugel. **Second** by Commissioner, Rev. Samuel Levey. **All in Favor.** Motion passes unanimously.

\*Complete text of *RESOLUTION 2015-01* will be on file with the filing of the minutes of the Ansonia Housing Authority of January 28, 2015.

- **Motion to go into Executive Session at 7:00 PM and invite Troy White, Executive Director for the Evaluation and Annual Performance Review of the Executive Director at the request of Executive Director once the Commissioners have met initially.**

**Motion** by Vice Chairman, Edward Norman. **Second** by Commissioner, Dan Kershaw. **All in Favor.** Motion passes unanimously.

The Board returned to regular session at 7:27 p.m.

Motion was made to approve the Annual Performance Review of the Executive Director.

**Motion** by Vice Chairman Edward Norman. **Second** by Commissioner Eileen Krugel. **All in Favor.** Motion passes unanimously.

**Adjournment:**

- **Motion to adjourn at 7:30 PM.**

**Motion** by Commissioner, Dan Kershaw. **Second** by Commissioner, Rev. Samuel Levey. **All in Favor.** Motion passes unanimously.

**Respectfully submitted,**

*Laura A. Wabno*

**Recording Secretary**

\*These minutes are subject to the approval of the Housing Authority of the City of Ansonia at their next scheduled meeting.