

Housing Authority of the City of Middletown

Annual Meeting of the Board of Commissioners – Draft Minutes

Date: April 1, 2026

Time: 5:00 P.M.

Location: Esca Wine Bar 437 Main Street, Middletown, Connecticut

Remote Access: Microsoft Teams

1. Call to Order and Roll Call to Establish a Quorum

Chairperson Lawrence Riley called the Annual Meeting of the Board of Commissioners to order at 5:07 P.M.

Commissioners Present:

- Lawrence Riley, Chairperson
- Brian Gartner
- Regina Regnier

Commissioners Absent:

- Erinn Smolowitz

A quorum was established.

2. Consideration of the Minutes of the Special Board Meeting of March 27, 2026

The Board considered the minutes of the Special Board Meeting held on March 27, 2026.

Motion: Regina Regnier

Second: Brian Gartner

The motion passed unanimously.

3. Public Comment

There were no public comments.

4. Report of the Chairperson

No formal report was presented by the Chairperson.

5. Report of the Executive Director

Ben Bare, Executive Director, presented the Executive Director's report. He discussed the purpose of the Annual Meeting and noted the Authority's resumption of the tradition of holding the annual meeting in conjunction with a group meal and inviting municipal officials.

Mr. Bare reviewed significant organizational changes over the past year, including staffing changes, technology upgrades, and operational improvements. He stated that the focus for the upcoming year will be on implementing and stabilizing existing initiatives.

6. Department Reports and Staff Introductions

Deputy Director – Vanessa D'Alessandro-Hartline

Ms. D'Alessandro-Hartline reported that she oversees Maintenance, the Housing Choice Voucher (HCV) Program, Low-Income Public Housing (LIPH), and the State Moderate program.

- The HCV Program currently administers **761 vouchers**, with a **96.14% recertification rate**.
- LIPH occupancy was reported at approximately **97%**, with April 1, 2026 recertifications completed.

- The State Moderate program is currently completing annual recertifications, effective May 1, 2026.

Maintenance – Steve Hughes, Maintenance Foreman

Mr. Hughes reported that the maintenance department consists of six staff members. He reviewed ongoing federal and state capital projects, coordination with consultants, and the department’s adaptation to new maintenance systems. Limited activity was reported at elderly housing properties.

Finance – Christine Juraska, Chief Financial Officer

Ms. Juraska reported that fiscal year-end financial activities are proceeding smoothly. She discussed departmental staffing and continued work on budgeting and financial systems.

Additional staff introductions were made, including front desk support staff. Discussion included reopening the front office and planning for a future office relocation.

Mr. Bare also noted that several staff members are expected to retire within the next five to six years and emphasized the importance of future workforce planning.

7. Election of Officers

Proposed Slate of Officers:

- President: Lawrence Riley
- Vice President: Brian Gartner
- Treasurer: Regina Regnier

Motion to Nominate Slate: Brian Gartner

Second: Regina Regnier

Motion to Close Nominations: Regina Regnier

Second: Brian Gartner

The slate was approved unanimously.

8. Old Business

There was no old business.

9. New Business

Resolution No. 2026-14

Annual Procurement Micro-Purchase Threshold Self-Certifications

The Board considered Resolution No. 2026-14, a HUD-required annual certification allowing the Authority to maintain a higher micro-purchase threshold for procurement purposes.

Motion to consider: Brian Gartner

Second: Regina Regnier

The motion passed unanimously.

10. Adjournment

Motion to Adjourn: Brian Gartner

Second: Regina Regnier

The meeting was adjourned at approximately 5:19 P.M.