

## **Draft Minutes - Regular Meeting of the Board of Commissioners**

Housing Authority of the City of Middletown

March 9, 2026 – 5:00 PM

40 Broad Street, Middletown, CT 06457

### **1. Call to Order**

The meeting was called to order by Chairperson Lawrence Riley at 5:02 PM. A quorum was established.

### **2. Roll Call**

Commissioners Present: Lawrence Riley (Chair), Regina Regnier, Brian Gartner (virtual).

Staff Present: Ben Bare (Executive Director), Vanessa D'Alessandro-Hartline (Deputy Director), Alex Cohen (Project Manager), Sara Mooney (General Counsel, virtual).

### **3. Consideration of Minutes**

Regina Regnier motioned to consider the minutes of the February 9, 2026 Regular Meeting and the February 20, 2026 Special Meeting. Brian Gartner seconded. The motion passed unanimously.

### **4. Executive Director's Report**

Executive Director Ben Bare provided updates on capital projects, technology upgrades, staffing, and HUD program administration.

**Capital Projects:** Work at Sbona Tower, including re-roofing and screening, began earlier in the week, with completion expected in 4–6 weeks. Upcoming work includes electrical switchgear replacement, paving at state-moderate sites, and architectural design for upgrades at Traverse Square and Maplewood Terrace.

**Technology Modernization:** The Authority is transitioning to a new internet-based phone system that provides transcription, call recording, analytics, and improved remote-work functionality. The system is expected to cut telephony costs in half.

**Staffing:** MHA hired Ian Bourbeau as a maintenance laborer and completed interviews for a new full-time receptionist, who is expected to begin next week pending final clearances.

**Program and Administrative Updates:** The City of Middletown approved the updated cooperation agreement. Environmental assessments were completed for all federal properties. Notices for resident board member petitions have been issued.

**Occupancy and Compliance:** Occupancy remains above 97%. Recertifications for

Maplewood and Traverse Square are complete, and the Authority's recertification rate is now over 99%. MTW initiatives will lead to streamlined recertification processes for fixed-income residents going forward.

Finance and Voucher Programs: Updated financials were released after a software delay. MHA remains unable to issue Housing Choice Vouchers until at least April due to HUD shortfall restrictions. The expectation is that those restrictions will be lifted in April.

Upcoming Meetings: A special meeting will be held March 27 to approve the MTW supplement, followed by the annual meeting on April 1 for minutes approval and officer elections.

### **5. Amendment of Resolution Name on Agenda (Resolution 2026-12 – Regarding Approval of a Replacement HAP Contract and Ratification of HAP Payments Made)**

Brian Gartner motioned to amend the agenda to reflect the updated name of Resolution 2026-12. Regina Regnier seconded. The motion passed unanimously.

### **6. Consideration of All Resolutions**

Regina Regnier motioned to consider all resolutions in one vote. Brian Gartner seconded.

Executive Director Ben Bare gave the following descriptions of each resolution:

#### **Resolution 2026-9 – Caretaker Policy**

Creates a formal policy allowing MHA to provide small stipends to residents who perform limited on-site tasks, such as custodial support. Stipends are not counted as income.

#### **Resolution 2026-10 – Executive Director Salary Adjustment**

Aligns the Executive Director's salary with the same raises provided to other staff as part of the annual budget.

#### **Resolution 2026-11 – RAD Financing Loan Application**

Authorizes MHA to apply for a Freddie-Mac-backed loan (approximately \$15-16M) to support RAD conversion capital needs. This permits application and fees but does **not** finalize the loan; a final package will return to the board.

#### **Resolution 2026-12 – Replacement HAP Contract for Ferry Street PBV**

Approves execution of a replacement project-based voucher contract for Ferry Street because the original contract cannot be located, ensuring continuity of assistance and ratifying prior payments.

All resolutions were approved unanimously.

## **7. Adjournment**

Regina Regnier motioned to adjourn. Brian Gartner seconded. The motion passed unanimously. The meeting adjourned at approximately 5:36 PM.