

## Minutes

The Commissioners of the Housing Authority of the City of Willimantic met in a regular meeting at the Housing Authority offices, 49 West Avenue, Willimantic, Connecticut at 7:00 p.m. on Wednesday, January 29, 2014. The meeting was called to order by the Chairman. Upon roll call, those present and absent were as follows:

PRESENT  
John Naumec  
Linda Stevens  
John Schwenk  
Jean Gaskin

ABSENT

The Minutes of the previous meeting were accepted as read.

CORRESPONDENCE:

1/15/2014      NAHRO Monitor.  
1/24/2014      Notice to Residents of Wilbur Cross & Ashton  
Tower Apartments - Cable Television Rate  
Increase.  
Undated      WHA 12/31/2013 Quarterly Financial Reporting.

Executive Director's Report

The report of the Executive Director is attached herewith and hereby made a part of these minutes.

PUBLIC TIME:

No one from the Public chose to speak.

Resolution - 3842

The following resolution, #3840 was introduced by Commissioner Stevens, read in full and considered:

BE IT RESOLVED: That the following Voucher Checks are approved as paid:

Project CT10-1-2-5	Transfer to COF #130	\$109,059.08
Project MR-7-34	Transfer to COF #122	\$ 52,313.66
Project MR-50 Section 8	Transfer to COF #122	\$ 38,150.98
Project E-22-87	Transfer to COF #122	\$ 20,526.75
Central Office Fund		#6897 - 7232

Executive Director's Report  
January 29, 20141. **Handicapped Access to Apartments on West Avenue.**

The work at Nathan Hale Terrace modifying two apartments, making them fully handicap accessible is almost complete.

2. **Staffing.**

The Authority continues to experience staffing difficulties in our maintenance department due primarily to health problems among its members. Two maintenance employees continue to be out indefinitely on Worker's Compensation. Wayne Tourigny has begun processing his paperwork for retirement.

We have promoted Mitchell Dominique to the Skilled Maintainer position.

We have advertised for the Maintainer position that is vacant and will receive application throughout January.

Our Social Service Coordinator has begun processing her paperwork for retirement.

3. **Vacancy Rates.**

The vacancy rate remains very low.

4. **Replacement of Furnaces at Wilbur Cross Apartments.**

A contract was signed with Silver/Petrucelli & Associates for engineering services. They should have plans and specs available at the end of the month for contractors to pick up.

5. **Preconstruction Program - Governor's First Thirty**

We have submitted documentation accepting a grant for planning and rehabilitation at Hevrin Terrace.

6. **Major Repairs - Jonathan Trumbull Terrace.**

Maintenance staff continues to work at preventative maintenance and addressing repairs as needed to address roof leaks, overhangs that have deteriorated and are falling apart, the sewer lines that are continually backing up, and mold problems.

7. **Computerizing the Office**

We are in the process of preparing to computerize the office. The staff is anxiously awaiting the arrival of our new housing software program.

## A. AGENDA ITEMS:

1. Minutes.
2. Correspondence.
3. Executive Director's Report
4. Public Time
5. Resolution - Approve Paid Invoices.
6. Executive Session - Tenant and Employee Issues.
7. Other Business.
8. Public Time
9. Close

VACANCIES: As of 1/24/2014      ( )= number vacant but assigned to new tenant

Jonathan Trumbull: 9 out of 40 (1)	Ashton Tower: 1 out of 100 (1)
Father Honan: 1 out of 50 (0)	Wilbur Cross: 1 out of 50 (0)
Eastman Terrace: 7 out of 78 (2)	Nathan Hale Terrace: 4 out of 100 (1)**
Terry Court: 3 out of 68 (1)	
Hevrin Terrace: 2 out of 90 (2)	

TOTAL 28 (8) 20 vacant and not yet assigned

LAST MONTH TOTAL 26 (9) 17 vacant and not yet assigned

\*\* Two units have been taken off line to renovate and make handicap accessible.

Commissioner Stevens moved that the foregoing resolution be adopted as introduced and read, which motion was seconded by Commissioner Stevens and upon roll call, the "Ayes" and "Nays" were as follows:

"AYES"	"NAYS"
John Naumec	None
Linda Stevens	
John Schwenk	
Jean Gaskin	

The Chairman thereupon declared said motion carried and said resolution adopted.

EXECUTIVE SESSION:

The Board went into Executive Session at 7:15 p.m. to consider Employee and Tenant Issues. The Board returned to Regular Session at 7:35 p.m.

DISCUSSION:

The Quarterly Financial Reports were reviewed and the Financial Reporting for the State developments were signed for submission to CHFA for their review by Treasurer, John Schwenk.

OTHER BUSINESS:

There was no other business to be brought before the Board.

PUBLIC TIME

No one from the public was present.

There being no further business to come before the Board, it was moved, seconded, and carried that the meeting adjourn. The Chair thereupon declared the meeting adjourned at 7:45 p.m.

Respectfully submitted,

Kim Haddad  
Secretary