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Dec 4, 2013

AT 3:00 PM

Deputy

ATTEST

Barbara McKunney TOWN CLERK

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, October 30, 2013. The meeting was called to order by the Chairman. Upon roll call, those present and absent were as follows:

PRESENT

John Naumec
Jean Gaskin
John Schwenk

ABSENT

Linda Stevens

The Minutes of the previous meeting were unanimously accepted as read.

CORRESPONDENCE:

09/15/2013 NAHRO Monitor.
10/22/2013 Notification from CT, Dept. of Housing, they are accepting applications for PILOT. (MR7-34)
10/8/2013 Metzger Lazarek & Plumb - Letter of Engagement for Legal Services.
10/15/2013 Unsigned and unauthorized letter sent out by our Social Service Department to residents stating risk of losing programs.
10/25/2013 WHA - Letter correcting the letter above.

Executive Director's Report

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

PUBLIC TIME:

Victoria Baker, prior employee, University of Connecticut Community Outreach Staff and several student volunteers of the Project Academic Advancement, PAA, program were present in support of the PAA and the continuation of said program. The board reassured the concerned public that WHA is not discontinuing this program but dealing with staffing issues to get the program back on track after a unexpected shortage in staffing.

Kathy Light and Wendy Groot were present to speak about ongoing issues in the office. The board members asked that it be tabled until executive session and addressed at that time.

Resolution - 3834

The following resolution, #3834 was introduced by Commissioner Gaskin, read in full and considered:

Executive Director's Report
October 30, 2013

1. Handicapped Access to Apartments on West Avenue.

The work at Nathan Hale Terrace modifying two apartments, making them fully handicap accessible continues. There were minor delays due to asbestos that was discovered and removed as required.

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. A third has been out on administrative leave, to address a medical issue.

The short-staffing situation is difficult to resolve, since technically we have a full roster of workers, until such time as the worker's compensation issues are resolved.

The three temporary workers were let go at the end of the summer.

Our Social Service Coordinator has been out since the beginning of August and continues to be out on medical leave for an indefinite period of time.

The Social Service staff member who was overseeing the programs in the Coordinators absence resigned from her position on October 15, 2013.

3. Vacancy Rates.

Maintenance staff members continue to do a tremendous job in renovating vacant apartments as well as office staff members continue to do a fantastic job of coordinating and expediting the tenant selection and lease up process. The vacancy rate remains very low.

4. Replacement of Furnaces at Wilbur Cross Apartments.

The furnaces at 645 Valley Street are the original units that were installed in 1967. This item was approved in the Annual Plan as work to be scheduled. Proposals for engineering services are scheduled to be returned by October 28, 2013, and should be available for consideration at this meeting.

5. Annual Independent Audit.

The audit of the Authority's operations for the fiscal year ended June 30, 2013 has been completed. The auditors have stated that there are no significant findings of any kind for any of our programs.

6. Preconstruction Program - Governor's First Thirty

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

7. Major Repairs - Jonathan Trumbull Terrace.

Maintenance issues at 22 Emerald Avenue need to be addressed. 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.

8. Computerizing the Office

We are moving towards computerizing the office. Our Federal Units and the Section 8 Voucher Program have utilized portions of the HAPPY, Inc. housing software program with great success. HAPPY, Inc. has upgraded their software to an internet based program called Housing Pro which has very similar features to the existing program that most of the staff is familiar with. To make the transition easier for the staff and to have software support that has been excellent would make the transition much easier. I would like to recommend that you authorize the purchase of the Housing Pro, software program. Proposals should be available at the time of the meeting.

9. Social Service Programs

Due to staffing issues, administering the programs run through our Social Service Department has been difficult. Most recently the resignation of Victoria Baker put a greater strain on the existing staff. Arka Mikel has worked hard to continue programs with assistance from Samantha Hollis and student workers. This has allowed the Housing Authority to continue all programs with the exception of the Project Academic Advancement after school program which has been cancelled until staffing issues can be resolved.

A. AGENDA ITEMS:

1. Minutes.
2. Correspondence.
3. Executive Director's Report
4. Public Time
5. Resolution - Approve Paid Invoices.
6. Resolution - Consider Proposals for Engineering Services to Replace Furnaces at Wilbur Cross Apartments.
7. Discussion and Possible Action - Consider Purchase of a New Vehicle for use of by the Executive Director.
8. Executive Session - Tenant and Employee Issues, Legal Matters.
9. Other Business.
10. Public Time
11. Close

VACANCIES: As of 10/25/2013 ()= number vacant but assigned to new tenant

Jonathan Trumbull: 7 out of 40 (1)

Ashton Tower: 2 out of 100 (1)

Father Honan: 0 out of 50 (0)

Wilbur Cross: 0 out of 50 (0)

Eastman Terrace: 8 out of 78 (2)

Nathan Hale Terrace: 6 out of 100 (3)**

Terry Court: 4 out of 68 (3)

Hevrin Terrace: 0 out of 90 (0)

TOTAL 27 (10) 17 vacant and not yet assigned

LAST MONTH TOTAL 31 (19) 12 vacant and not yet assigned

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

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

Project CT10-1-2-5	Transfer to COF #125	\$147,359.00
	Transfer to COF #126	\$ 90,810.12
Project MR-7-34	Transfer to COF #119	\$ 31,196.08
Project MR-50 Section 8	Transfer to COF #119	\$ 27,161.84
Project E-22-87	Transfer to COF #119	\$ 21,423.88
Central Office Fund	#6248 - 6485	

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

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

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

Resolution #3835

The following resolution, #3835 was introduced by Commissioner Gaskin, read in full and considered:

BE IT RESOLVED: That all proposals for Engineering Consultant Services to replace furnaces at Wilbur Cross apartments having been received and evaluated:

SUPPLIER	PRICE
Lourier Engineering Associates Plainville, CT	\$20,525.00
Silver/Petrucci & Associates Hamden, CT	\$24,000.00
Salamone & Associates Wallingford, CT	\$24,700.00
Innovative Construction & Design Solutions, LLC Guilford, CT	\$34,375.00

And, in the opinion of the Housing Authority staff, the proposal offered by Silver/Petrucci & Associates in the amount of \$24,000.00 is superior to the proposal offered by Lourier Engineering Associates in the amount of \$20,525.00 and is hereby accepted and the Executive Director is hereby authorized and directed to enter into a agreement with Silver/Petrucci & Associates for an amount not to exceed \$24,000.00.

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

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

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

EXECUTIVE SESSION:

The Board went into Executive Session at 7:40 p.m. to consider Employee and Tenant Issues. The Board returned to Regular Session at 8:40 p.m.

OTHER BUSINESS:

Resolution #3836

The following resolution, #3836 was introduced by Commissioner Schwenk, read in full and considered:

BE IT RESOLVED: That the Executive Director of the Housing Authority is authorized to negotiate with HAPPY Software of Saratoga Springs, New York for the purchase of a housing software package to computerize the functions of the Housing Authority office for a total price not to exceed \$20,000.00 and to purchase said housing software package upon satisfactory completion of said negotiations.

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

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

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

Discussion:

The board was presented with Capital Needs Assessment Analysis prepared by On-Site Insite on behalf of Connecticut Housing Finance Authority for WHA developments: Terry Court (MR7), Father Honan Terrace (E-87), Eastman Curran Terrace (MR34) and Jonathan Trumbull Terrace (E-22). All of the said developments were mentioned as being eligible for 4% Low-Income Housing Tax Credit (LIHTC) Loans in the upcoming several years. With the current physical and financial condition of the developments it was proposed that the Executive Director explore the option of applying for eligible grants to address maintenance concerns.

Discussion:

The board was presented with the quarterly financial analysis for the quarter ending September 30, 2013.

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
8:50 p.m.

Respectfully submitted,



Kim Haddad
Secretary