

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, November 27, 2013. The meeting was called to order by the Chairman. Upon roll call, those present and absent were as follows:

PRESENT	ABSENT
John Naumec	
Linda Stevens	
Jean Gaskin	
John Schwenk	

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

CORRESPONDENCE:

10/31/2013	NAHRO Monitor.
10/29/2013	Notification from U.S. Dept. of HUD, Section 8 Management Assessment Program Performance Rating.
11/2013	Notification from Town of Windham of Winter Parking Ban from December 15 - March 1.

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 - 3837

The following resolution, #3837 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 #127	\$200,000.00
	Transfer to COF #128	\$161,404.40
Project MR-7-34	Transfer to COF #120	\$ 64,171.66
Project MR-50 Section 8	Transfer to COF #120	\$ 54,591.15
Project E-22-87	Transfer to COF #120	\$ 25,104.20
Central Office Fund		#6486 - 6724

Executive Director's Report
November 27, 2013

1. **Handicapped Access to Apartments on West Avenue.**

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

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 will begin the hiring process for filling a vacant Maintenance position the beginning of December.

We have rehired one of our temporary maintenance helpers back to clean gutters on Memorial Drive and assist with the leave removal process.

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.

3. **Vacancy Rates.**

The vacancy rate remains very low.

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

A contract was signed with Silver/Petrucci & Associates for engineering services.

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 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.

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.

9. Social Service Programs

Due to staffing issues, administering the programs run through our Social Service Department has been difficult. 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. We have met with the coordinator of the UCONN program and are planning on having the program restart with a tentative date in February 2014. The delay in restarting the program is due to the students being unavailable through winter break and exams.

A. AGENDA ITEMS:

1. Minutes.
2. Correspondence.
3. Executive Director's Report
4. Public Time
5. Resolution - Approve Paid Invoices.
6. Resolution - Set Meeting Dates for 2014.
7. Resolution - Approve Revision to Admissions & Continued Occupancy Policy & Section 8 Administrative Plan to Include HUD Published Income Limits.
8. Executive Session - Tenant and Employee Issues, Legal Matters.
9. Other Business.
10. Public Time
11. Close

VACANCIES: As of 11/22/2013 ()= number vacant but assigned to new tenant

Jonathan Trumbull: 9 out of 40 (1)	Ashton Tower: 4 out of 100 (4)
Father Honan: 1 out of 50 (1)	Wilbur Cross: 0 out of 50 (0)
Eastman Terrace: 8 out of 78 (2)	Nathan Hale Terrace: 6 out of 100 (3)**
Terry Court: 2 out of 68 (0)	
Hevrin Terrace: 2 out of 90 (2)	

TOTAL 32 (13) 19 vacant and not yet assigned

LAST MONTH TOTAL 27 (10) 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 Gaskin and upon roll call, the "Ayes" and "Nays" were as follows:

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

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

Resolution #3838

The following resolution, #3838 was introduced by Commissioner Schwenk, read in full and considered:

BE IT RESOLVED: That the Schedule of Regular Meetings of the Board of Commissioners of the Housing Authority of the City of Willimantic for the year 2014 shall be as follows. All meetings will be held at 7:00 p.m. in the Conference Room at the offices of the Willimantic Housing Authority, 49 West Avenue, Willimantic, with the exception of the Annual Meeting in August, which will be a dinner meeting held at a location to be announced.

January 29	July 30
February 26	August 27
March 26	September 24
April 30	October 29
May 28	November 26
June 25	December 17

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

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

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

Resolution# 3839

The following resolution, #3839 was introduced by Commissioner Gaskin, read in full and considered:

BE IT RESOLVED: That the Admission and Continued Occupancy Policy and the Section 8 Administrative Plan of the Willimantic Housing Authority is hereby amended to reflect the attached schedule of Income Limits for the Section 8 Program, Federal Housing Programs, State Moderate Income Family Developments, and State Elderly Complexes.

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

"AYES"
John Naumec
Linda Stevens
Jean Gaskin
John Schwenk

"NAYS"
None

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

EXECUTIVE SESSION:

The Board went into Executive Session at 7:17 p.m. to consider Employee and Tenant Issues. The Board returned to Regular Session at 7:43 p.m.

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 7:50 p.m.

Respectfully submitted,

Kim Haddad

Kim Haddad
Secretary