

## 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, December 18, 2013. The meeting was called to order by the Chairman. Upon roll call, those present and absent were as follows:

PRESENT  
John Naumec  
Linda Stevens  
Jean Gaskin

ABSENT  
John Schwenk

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

CORRESPONDENCE:

11/15/2013 NAHRO Monitor.

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 - 3840

The following resolution, #3840 was introduced by Commissioner Gaskin, 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 #129	\$188,719.44
Project MR-7-34	Transfer to COF #121	\$ 41,710.19
Project MR-50 Section 8	Transfer to COF #121	\$ 30,847.90
Project E-22-87	Transfer to COF #121	\$ 16,024.26
Central Office Fund		#6725 - 6896

Executive Director's Report  
December 18, 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 have begun the hiring process for filling a vacant Maintenance position.

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.

## 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, Legal Matters.
7. Other Business.
8. Public Time
9. Close

VACANCIES: As of 12/18/2013      ( )= number vacant but assigned to new tenant

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

TOTAL 26 (9) 17 vacant and not yet assigned

LAST MONTH TOTAL 32 ( 13 ) 19 vacant and not yet assigned

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

Commissioner Gaskin 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	
Jean Gaskin	

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

Resolution #3841

The following resolution, #3841 was introduced by Commissioner Stevens, read in full and considered:

BE IT RESOLVED: That Kim Haddad, as secretary, hereby certifies that the Connecticut Department of Housing is authorized to extend financial assistance for housing rehabilitation and/or development projects; and whereas, it is desirable and in the public interest that the Housing Authority make an application to the State for \$100,000.00 in order to undertake the rehabilitation of the housing project known as Hevrin Terrace and to execute an Assistance Agreement. Also that John Naumec is directed to act as the authorized representative of the Housing Authority of the City of Willimantic.

Commissioner Stevens 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	

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

EXECUTIVE SESSION:

The Board went into Executive Session at 7:10 p.m. to consider Employee and Tenant Issues. The Board returned to Regular Session at 7:25 p.m.

DISCUSSION:

Applications for Community Development Block Grant, (CDBG) Funds for rehabilitation work at Jonathan Trumbull Terrace has been discussed with Neal Beets, Town Manager and Ernie Elderidge, Mayor. Mr. Beets responded stating that if the Board of Commissioners wanted to proceed to apply for funds in 2015, he would introduce the issue to Town Council. After discussion, all members of the Board of Commissioners are interested in proceeding with this process. Kim Haddad will notify Mr. Beets of this.

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 7:35 p.m.

Respectfully submitted,

Kim Haddad  
Secretary