

Minutes

The Commissioners of the Housing Authority of the City of Willimantic met in a special meeting at the Housing Authority offices, 49 West Avenue, Willimantic, Connecticut at 7:07 p.m. on Wednesday, December 30, 2015. 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	
Michele Nahas	

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

CORRESPONDENCE:

11/23/15 Chronicle, City Housing Complex will be torn down.

11/03/15 Connecticut Urban Legal Initiative, Inc., Contact with McGrath & McGrath, LLC.

Undated Jonathan Trumbull Resident Participation Plan.

12/16/15 Chronicle, Lawsuit over women who froze to death.

12/02/15 CHFA, Deficiency Letter for 9% LIHTC Applicaton.

11/18/15 Town of Windham, CDBG 2016 Funding Round Update.

12/04/15 State of Ct, General Assembly, Mae Flexer, Susan Johnson & Linda Orange, Support of Jonathan Trumbull Project.

12/23/15 State of CT, DOH, Committal of 22 State Subsidies for the Jonathan Trumbull Project.

12/18/15 State of CT, DOH, Status of State Funding for Jonathan Trumbull Terrace.

12/15/15 Nahro Monitor

12/09/15 Town of Windham, Code of Ethics Form.

12/21/15 State of CT, DOH, State Sponsored Housing Portfolio.

PUBLIC TIME:

No one from the public was present.

EXECUTIVE DIRECTOR'S REPORT:

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

Resolution #3914

The following resolution, #3914 was introduced by Commissioner Gaskin, read in full and considered:
BE IT RESOLVED: That the following Voucher Checks are approved as paid:

Project Conn 10-1-2-5	Transfer to COF	\$ 75,000.00
	Transfer to COF	\$ 73,977.01
Project MR-7-34	Transfer to COF	\$ 54,136.90
Project MR-50 Section 8	Transfer to COF	\$ 46,617.54
Project E-22-87	Transfer to COF	\$ 22,946.92
Central Office Fund		#12833 - 13080

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
Jean Gaskin	
Linda Stevens	
John Schwenk	
Michele Nahas	

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

Resolution #3915

The following resolution, #3915 was introduced by Commissioner Schwenk, read in full and considered:

BE IT RESOLVED: That the following schedule of Charges to Tenants is adopted, effective April 1, 2016, as attached.

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	
Linda Stevens	
John Schwenk	
Michele Nahas	

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

Resolution #3916

The following resolution, #3916 was introduced by Commissioner Stevens, read in full and considered:

BE IT RESOLVED: That the following section be added to the Admissions and Continued Occupancy Policy.

Section 8.2 Eligibility Criteria

F. Minimum Income Requirements.
(Marcella Eastman Terrace and Terry Court Only)

For our Moderate Income Rental Housing, where there is a minimum base rent, families must have a minimum monthly income at the time admission that is equal to or greater than (3) three times the base rent, to be eligible. This will be verified when the applicant has reached the top of the wait list or prior to being transferred.

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

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

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

Resolution #3917

The following resolution, #3917 was introduced by Commissioner Schwenk, read in full and considered:

BE IT RESOLVED: That the Housing Authority of the City of Willimantic recognizes the Jonathan Trumbull Resident Council.

Commissioner Schwenk 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
Jean Gaskin	
Linda Stevens	
John Schwenk	
Michele Nahas	

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

Resolution #3918

The following resolution, #3918 was introduced by Commissioner Schwenk, read in full and considered:

BE IT RESOLVED: That Kim Haddad and Marisely Jimenez be authorized to attend training for Low Income Housing Tax Credits.

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	
Linda Stevens	
John Schwenk	
Michele Nahas	

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

Resolution #3919

The following resolution, #3919 was introduced by Commissioner Stevens, read in full and considered:

BE IT RESOLVED: That the Admissions and Continued Occupancy Policy is amended as follows.

DELETE: Section 7.0, Taking Applications in its entirety.

ADD: Section 7.0, Applying for Public Housing.

The Willimantic Housing Authority will accept applications through a lottery process. There are two phases to the application process, the Preliminary Application Phase and the Final Determination Phase.

A. Preliminary Application Phase

The Preliminary Application Phase is the first phase of the application process. This allows the Housing Authority to make a preliminary determination of eligibility.

Families wishing to apply for the Public Housing will be required to complete a preliminary application when the list is open.

For the period of time that the wait list is open, Preliminary applications will be accepted through the designated website that is indicated in the public notice.

The Housing Authority will review applications taken during the open period and place any eligible applications in a lottery.

Duplicate preliminary applications for the same wait list opening, including applications from a segment of an applicant household, will not be accepted. Ineligible families will not be placed in the lottery.

All eligible applicants placed in the lottery will be selected randomly to determine how they are placed on the waitlist.

Applicants may verify their status on the waitlist to determine if they have an active or inactive status at www.waitlistcheck.com by providing the required information.

Applicants are required to inform the Housing Authority in writing within 14 days of changes in family composition, income, and address. Applicants are also required to

respond to request from the Housing Authority, to update information on their application or to determine their continued interest in housing. Failure to provide information or to respond to mailings will result in the application being placed inactive.

B. Final Determination Phase

The second phase is the Final Determination Phase of eligibility. This takes place when the family reaches the top of the waiting list. At this time, the Housing Authority ensures that verification of all eligibility, suitability and selection factors are current and in order to determine the family's eligibility for admission into the Public Housing Program. The Housing Authority will check criminal records and rental history at this time.

Persons with disabilities who require a reasonable accommodation in completing an application may contact the Willimantic Housing Authority to make arrangements.

If the Willimantic Housing Authority determines the family to be ineligible, the notice will state the reasons and will offer the family the opportunity for an informal review of the determination.

ADD: Section 9.1, A, Paragraph 1 as follows:

Applications will be accepted by using a lottery system.

DELETE: Section 9.1, (A), Paragraph 5

ADD: Section 9.1, (A), Paragraph 5 as follows:

All eligible applicants will be maintained in order of preference. The date of the submission will be the date upon which the lottery is held. The applications will be ordered according to the order in which they are drawn in the lottery.

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
Jean Gaskin	
Linda Stevens	
John Schwenk	
Michele Nahas	

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

EXECUTIVE SESSION:

The Board went into executive session to discuss employee and tenant issues at 8:00 PM at which time the Executive Director was excused from the meeting. The Board then invited the Executive Director back to Executive Session at which point she was offered to have her contract renewed for a 3-Year Term starting retroactively back to October 1, 2015 through, September 30, 2018. The Executive Director agreed and the contract was amended. They board returned to regular session at 8:16 PM.

OTHER BUSINESS:

The Town Manager, Neal Beets notified the Housing Authority that the Veteran's Memorial located on a small parcel of property at Father Honan Terrace is expanding to include an additional monument.

The Payment in Lieu of Taxes (PILOT), paid by the State of Connecticut that was eliminated from the State Budget will not be received by the Town of Windham for the 2016 Fiscal Year ending June 30, 2016. The Board is in agreement that we should review our options and negotiate with the Town for possible solutions.

The State of Connecticut, Department of Housing has targeted Marcella Eastman Terrace as a development in need or rehabilitation in 2014. In order to receive priority for funding through the State, an application should be submitted in April 2016. The Board has authorized the Director to explore the possibility of rehabilitation by have an updated Capital Needs Assessment completed with a cost analysis included.

At Father Honan Terrace, we discussed the recent communications with the Fire Chief, Marc Shrivener regarding the numerous false alarm calls at this development. Most of these calls were a result of smoke from cooking or steam from the shower. The Executive Director will provide further information to the Board at the following meeting for possible solutions.

No Other Business.

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 8:34 p.m.

Respectfully submitted,

Kim Haddad
Secretary