

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 7:00 p.m. on Wednesday, February 24, 2016. 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
Michele Nahas

ABSENT
John Schwenk

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

CORRESPONDENCE:

Undated WHA, Jonathan Trumbull Terrace Community Room Usage Policy.

Undated Town of Windham, RFP to submit 2016 Application for CDBG Fund for Housing Authority renovations.

1/27/16 WHA, Response to CHRO Inquiry for update on Jonathan Trumbull / Hevrin Terrace renovations.

1/15/16 NAHRO Monitor including HUD's position on Smoke Fee Housing.

2/5/16 WHA, Notification of Public Housing Waitlists Opening.

PUBLIC TIME:

Desmond VonBora, resident of Jonathan Trumbull Terrace was present. No one from the public spoke.

EXECUTIVE DIRECTOR'S REPORT:

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

Resolution #3921

The following resolution, #3921 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	\$ 95,000.00
	Transfer to COF	\$ 10,000.00
	Transfer to COF	\$ 56,995.11
Project MR-7	Transfer to COF	\$ 21,289.81
Project MR-34	Transfer to COF	\$ 66,046.12
Project MR-50 Section 8	Transfer to COF	\$ 95,121.61
Project E-22	Transfer to COF	\$ 17,326.54
Project E-87	Transfer to COF	\$ 26,846.39
Central Office Fund		#13368 - 13604

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	
Michele Nahas	

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

Resolution #3922

The following resolution, #3922 was introduced by Commissioner Nahas, read in full and considered:
BE IT RESOLVED: That the Executive Director be authorized to enter into Contracts with Quisenberry Arcari Architects, LLC to provide architectural services at Marcella Eastman Terrace. The contracts will cover two phases. Phase I will include updates to the envelopes which include items such as the replacement of the roofing, siding, windows and exterior doors. Phase II will include modifying 10% of the units making them ADA Compliant.

Contractual Amounts:

Phase I: \$246,000.00
Phase II: \$ 46,800.00

Commissioner Nahas 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	
Michele Nahas	

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

Resolution #3923

The following resolution, #3923 was introduced by Commissioner Stevens, read in full and considered:
BE IT RESOLVED: That the Admissions and Continued Occupancy Policy be modified as follows:

Modify Section **3.0 SERVICES FOR NON-ENGLISH SPEAKING APPLICANTS AND RESIDENTS**

Remove:

The Willimantic Housing Authority requires all non-English speaking individuals who need to communicate with Housing Authority personnel provide their own **adult** interpreter, since the Housing Authority does not provide this service. The Housing Authority may translate selected documents and notices into Spanish.

Add:

The Willimantic Housing Authority will make every effort to have bi-lingual staff to assist all non-English speaking individuals who need to communicate with Housing Authority. The Housing Authority may translate selected documents and notices into Spanish.

AND

Modify Section

10.8 ACCEPTANCE OF UNIT

Add Paragraph 13:

In housing designated as elderly / disabled housing, a security deposit will be required that is equal to one (1) months rent with a minimum security deposit of \$100.00. *For elderly tenants, the security deposit will be refunded after one year of occupancy if no monies owed to the Housing Authority.*

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	
Michele Nahas	

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

Discussion:

William Stover, the Director of Family and Community Outreach for the Windham Public Schools reached out to the Housing Authority about the use of the West Avenue Community Center for an afterschool program for residents in elementary school. This would be a program they would provide to the residents at their expense using our facility under a lease agreement. The Board discussed this opportunity and agreed that this would benefit the residents and would like the Executive Director to pursue this opportunity.

In addition, the Executive Director mentioned that Neal Beets, Mary DeMarco and Gene Light of the Town of Windham were viewing Ashton Towers for the purpose of possibly using some of the community areas in Ashton Towers as an option for a senior center. The Town is currently pursuing other options.

EXECUTIVE SESSION:

The Board went into executive session to discuss employee and tenant issues at 7:25 PM. The Board returned to regular session at 7:30 PM.

OTHER BUSINESS:

The Executive Director discussed the redevelopment of Marcella Eastman Curran Terrace and the application being submitted by the Town of Windham for CDBG Funding to modify eight of the existing units so that they are ADA Compliant. They were presented with an agreement as part of the application package for signature.

Resolution #3924

The following resolution, #3924 was introduced by Commissioner Nahas, read in full and considered:
BE IT RESOLVED: That the Executive Director be authorized to enter into an Agreement with the Town of Windham regarding the administration of the CDBG Funding.

Commissioner Nahas 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	
Michele Nahas	

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

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 7:50 p.m.

Respectfully submitted,

Kim Haddad
Secretary