

## 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, February 25, 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:

02/10/15 CHRO, Alicea vs. WHA Update.

02/18/15 WHA, Suspend Leasing at Jonathan Trumbull Terrace

01/31/15 The Chronicle, Units are Called "Decrepit"

02/19/15 The Chronicle, Needles article.

02/14/15 The Chronicle, Housing Authority Decides Against Seeking Federal Grant.

02/14/15 Hartford Courant, Request for Qualifications, Architectural Services.

01/31/15 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 member of the public addressed the Board.

Resolution #3872

The following resolution, #3872 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	#150	\$256,524.41
Project MR-7-34	Transfer to COF	#138	\$ 41,519.19
Project MR-50 Section 8	Transfer to COF	#137	\$ 35,131.14
Project E-22-87	Transfer to COF	#135	\$ 17,513.93
Central Office Fund		#10209	- 10443

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	
John Schwenk	
Linda Stevens	
Michele Nahas	

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

Resolution #3873

The following resolution, #3873 was introduced by Commissioner Schwenk, read in full and considered:

BE IT RESOLVED: That the Executive Director be authorized to enter into an agreement with the Savings Institute Bank to allow it to be set up that only one signature be required on checking accounts. This will allow the Housing Authority to utilize the direct deposit feature as well as transfer funds between our accounts. Housing Authority internal procedures will continue to require two signatures with at least one of them being an original signature on all checks.

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	
Linda Stevens	
Michele Nahas	

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

Resolution #3874

The following resolution, #3874 was introduced by Commissioner Gaskin, read in full and considered:

BE IT RESOLVED: That the Charge for Cable Television Service at Wilbur Cross Apartments and John Ashton Tower is hereby increased from the present \$15.00 per tenant per month to \$20.00 per tenant per month to reflect the increase in costs charged to the Housing Authority by Charter Communications for this service effective May 1, 2015. Fees collected through these charges will make up the majority of the cost charged to the Housing Authority with the remaining costs being paid by the Housing Authority as tenant services.

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	
John Schwenk	
Linda Stevens	
Michele Nahas	

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

Resolution #3875

The following resolution, #3875 was introduced by Commissioner Stevens, read in full and considered:

BE IT RESOLVED: That Section 8 Administrative Plan be modified to include that the Housing Authority will accept applications for the Section 8 Voucher program through a lottery system that utilizes an internet application process and the revised Section 8 Administrative Plan be adopted as a whole to reflect that change.

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	
John Schwenk	
Linda Stevens	
Michele Nahas	

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

Resolution #3876

The following resolution, #3876 was introduced by Commissioner Nahas, read in full and considered:

BE IT RESOLVED: That the Board of Commissioners appoints the following representatives to a Selection Committee to evaluate all criteria included in the Request for Qualifications for an Architecture and Engineering services for the redevelopment of 130 units of housing at Jonathan Trumbull Terrace and Hevrin Terrace. The said committee will review the information submitted, verify the information submitted, contact references and interview Architectural Firms as needed. The Selection Committee will make a recommendation to the Board of Commissioners for approval.

John Naumec  
Kim Haddad  
Lance Jones  
A resident selected by the Executive Director

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	
John Schwenk	
Linda Stevens	
Michele Nahas	

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

Resolution #3877

The following resolution, #3876 was introduced by Commissioner Schwenk, read in full and considered:

BE IT RESOLVED: That the Personnel Policy of the Willimantic Housing Authority be amended to include the job description of "Senior Leasing Clerk".

Commissioner Schwenk 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	
John Schwenk	
Linda Stevens	
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 7:45 PM and returned to regular session at 7:48 PM.

PUBLIC TIME

No one from the public was present.

OTHER BUSINESS

The Board discussed Emergency Safety and Security Grants Annual Funding Notification and Application Process and the possibility of submitting an application.

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 7:58 p.m.

Respectfully submitted,

Kim Haddad  
Secretary