

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 26, 2014. 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	
John Schwenk	
Jean Gaskin	

The Minutes of the previous meeting were accepted as read.

CORRESPONDENCE:

1/31/2014	NAHRO Monitor.
2/4/2014	HUD - Close out of Capital Fund Grants for 2006 and 2007.
2/6/2014	HUD - Close out of Capital Fund Grant for 2009 through the American Recovery & Reinvestment Act.

Executive Director's Report

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

PUBLIC TIME:

Michael Westerfield addressed the board regarding his opinion to accept the low bidder and although the bids were higher than anticipated that there was enough money cover this cost in the following years Capital Fund.

Resolution - 3843

The following resolution, #3843 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 #131	\$ 25,737.26
Project MR-7-34	Transfer to COF #123	\$ 69,536.23
Project MR-50 Section 8	Transfer to COF #123	\$ 32,938.09
Project E-22-87	Transfer to COF #123	\$ 23,228.19
Central Office Fund	#7233 - 7431	

Executive Director's Report
February 26, 2014

1. Handicapped Access to Apartments on West Avenue.

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

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 and a third will be out for a several weeks. Wayne Tourigny has begun processing his paperwork for retirement.

We have interviewed for the Maintainer position that is vacant and are in the final screening process.

Our Social Service Coordinator has begun processing her paperwork for retirement.

3. Vacancy Rates.

The vacancy rate remains very low.

4. Replacement of Furnaces at Wilbur Cross Apartments.

The Invitation to Bid has been published in the Hartford Courant. Proposals are due by Friday, February 21, 2014 at 2:00 p.m. and Bids will presented for consideration at the Board meeting.

Further information on this item is presented under Agenda Items

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.

The is 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. Computers are scheduled for delivery the beginning of March 2014 and conversion of existing data is scheduled for April 2014.

A. AGENDA ITEMS:

1. Minutes.
2. Correspondence.
3. Executive Director's Report
4. Public Time
5. Resolution - Approve Paid Invoices.
6. Resolution - Accept Proposal for Boiler Replacement at Wilbur Cross Apartments.
7. Resolution - Approve Changes to Admissions & Continued Occupancy Policy and the Section 8 Administrative Plan.
8. Executive Session - Tenant and Employee Issues.
9. Other Business.
10. Public Time
11. Close

VACANCIES: As of 2/20/2014 ()= number vacant but assigned to new tenant

Jonathan Trumbull: 11 out of 40 (1)	Ashton Tower: 3 out of 100 (3)
Father Honan: 1 out of 50 (0)	Wilbur Cross: 1 out of 50 (1)
Eastman Terrace: 6 out of 78 (3)	Nathan Hale Terrace: 6 out of 100 (4)**
Terry Court: 2 out of 68 (1)	
Hevrin Terrace: 2 out of 90 (2)	

TOTAL 32 (15) 17 vacant and not yet assigned

LAST MONTH TOTAL 28 (8) 20 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	
John Schwenk	
Jean Gaskin	

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

Resolution - 3844

The following resolution, #3844 was introduced by Commissioner Schwenk, read in full and considered:

BE IT RESOLVED: That all bids for Boiler Replacement at Wilbur Cross Apartments having been received and considered:

The Bid of **All State Construction of 499 Cooke Street, Farmington, Connecticut** in the amount of **\$449,169, Declining Alternate 1, (Tunnel Piping Insulation) and Accepting Alternate 2, (Deducting AHU-1 Replacement, Heating Ventilation to Community Room)**, in the amount of **\$20,000.00 for a total bid of \$429,169.00** to Replace the Boilers at Wilbur Cross Apartments is hereby accepted and the Executive Director is authorized and directed to enter into a contract with **All State Construction** for an amount not to exceed **\$429,169.00**.

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
Linda Stevens	
John Schwenk	
Jean Gaskin	

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

Resolution - 3845

The following resolution, #3845 was introduced by Commissioner Stevens, read in full and considered:

BE IT RESOLVED: That the Admissions & Continued Occupancy Policy, (ACOP) and the Section 8 Administrative Plan, (SEAP) is amended as follows.

(ACOP) Remove:

Section 10.2 Paragraph 3.

In determining bedroom size, the Willimantic Housing Authority will include the presence of children to be born to a pregnant woman, children who are in the process of being adopted, children whose custody is being obtained, children who are temporarily away at school, or

children who are temporarily in foster-care. The family will be required to provide documentation that the children are scheduled to be returned to the household or born within **six** months of the time that the family is notified that they are eligible to receive assistance. If the family is unable to provide documentation of the time frame, or the time frame exceeds **six** months, the children will not be included as family members for the purpose of calculating bedroom size.

(ACOP) Replace with:

Section 10.2 Paragraph 3.

In determining bedroom size, the Willimantic Housing Authority will include the presence of children to be born to a pregnant woman, children who are in the process of being adopted, children whose custody is being obtained, children who are temporarily away at school, or children who are temporarily in foster-care. The family will be required to provide documentation that the children are scheduled to be returned to the household or born within **three** months of the time that the family is notified that they are eligible to receive assistance. If the family is unable to provide documentation of the time frame, or the time frame exceeds **three** months, the children will not be included as family members for the purpose of calculating bedroom size.

(SEAP) Remove:

Section 6.0 Paragraph 3.

In determining bedroom size, the Willimantic Housing Authority will include the presence of children to be born to a pregnant woman, children who are in the process of being adopted, children whose custody is being obtained, children who are temporarily away at school, or children who are temporarily in foster-care. The family will be required to provide documentation that the children are scheduled to be returned to the household or born within **six** months of the time that the family is notified that they are eligible to receive assistance. If the family is unable to provide documentation of the time frame, or the time frame exceeds **six** months, the children will not be included as family members for the purpose of calculating bedroom size.

(SEAP) Replace with:

Section 6.0 Paragraph 3.

In determining bedroom size, the Willimantic Housing Authority will include the presence of children to be born to a pregnant woman, children who are in the process of being adopted, children whose custody is being obtained, children who are temporarily away at school, or children who are temporarily in foster-care. The family will be required to provide documentation that the children are scheduled to be returned to the household or born within **three** months of the time that the family is notified that they are eligible to receive assistance. If the family is unable to provide documentation of the time frame, or the time frame exceeds **three** months, the children will not be included as family members for the purpose of calculating bedroom size.

(ACOP) Add:

Section 19.8, Insert after Paragraph 1:

Families requesting a transfer to a larger unit to accommodate additional members being added to the household other than additions that occurred within the prior 12 months by birth, adoption, or court awarded custody, will need to be approved for Eligibility as outlined in Section 8.0 and be in residency for 12 months prior to being added to the transfer list.

When families are notified that they are being down sized to a smaller unit, if they choose to add additional members to the household, they will need to be approved for Eligibility as outlined in Section 8.0 and be in residency for 12 months prior to qualifying for a larger unit.

(ACOP) Remove:

Section 19.9:

The Executive Director will be empowered to suspend selection from the "transfer waiting list" in the event that vacancies in a development exceed 5% of the total number of units in the development or in the event that the combined vacancy rate for all of the Authority's developments exceeds 5% of the total number of units in all of the Authority's developments. The normal Section process will automatically resume at such time as vacancies drop below the 5% level.

(ACOP) Replace with:

The Executive Director will be empowered to suspend selection from the "transfer waiting list" in the event that vacancies in a development exceed 2% of the total number of units in the development or in the event that the combined vacancy rate for all of the Authority's developments exceeds 2% of the total number of units in all of the Authority's developments. The normal Section process will automatically resume at such time as vacancies drop below the 2% level.

(ACOP) Remove:

Tenants who are required to transfer or request to be transferred within a development owned by the Willimantic Housing Authority due to changes in family size, family composition, or other valid reasons will be placed on development specific, chronologically ordered "transfer waiting list". Selection will be made from this list in alternation with selection from the regular "applicant waiting list", on a one to one basis, providing that alternation will not be required if no qualified families appear on one of the two lists.

(ACOP) Replace with:

Tenants who are required to transfer or request to be transferred within a development owned by the Willimantic Housing Authority due to changes in family size, family composition, or other valid reasons will be placed on development specific, chronologically ordered "transfer waiting list". Selection will be made from this list in alternation with selection from the regular "applicant waiting list", on a three housed from the "applicant waiting list" to one housed from the "transfer waiting list" basis, providing that alternation will not be required if no qualified families appear on one of the two lists.

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	
John Schwenk	
Jean Gaskin	

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

EXECUTIVE SESSION:

The Board went into Executive Session at 7:40 p.m. to consider Employee and Tenant Issues. The Board returned to Regular Session at 7:45 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 7:51 p.m.

Respectfully submitted,

Kim Haddad
Secretary