

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, April 30, 2014. The meeting was called to order by the Chairman. Upon roll call, those present and absent were as follows:

PRESENT
John Naumec
John Schwenk

ABSENT
Linda Stevens
Jean Gaskin

PUBLIC TIME:

Let it be noted:

No one from the public was present to speak concerning the notification they received in regards to the revision to the Management Plan for Jonathan Trumbull Terrace, E-22, Father Honan Terrace, E-87, Terry Court, MR-7 or Eastman Terrace, MR-34.

There not being a quorum present, and after having waited a sufficient time for absent members or members of the public to appear, the Chairman dismissed the meeting at 7:25 p.m.

Respectfully submitted,

Kim Haddad

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Secretary

Executive Director's Report
April 30, 2014

1. **Handicapped Access to Apartments on West Avenue.**

The work at Nathan Hale Terrace modifying two apartments is complete and the units are rented.

2. **Staffing.**

The Authority is fully staffed in our maintenance department. Two maintenance employees continue to be out indefinitely on Worker's Compensation.

We have hired a new maintenance worker. Greg Coulter started work on March 31st. He is a skilled carpenter.

3. **Vacancy Rates.**

The vacancy rate remains very low.

4. **Replacement of Furnaces at Wilbur Cross Apartments.**

A contract with All State Construction was signed the beginning of March. Work is scheduled to begin as soon as the weather warms up enough to shut off the heating system.

5. **Preconstruction Program - Governor's First Thirty**

We have submitted documentation accepting a grant for planning and rehabilitation at Hevrin Terrace.

We will host a training session sponsored by CHFA on various funding opportunities available through this program on April 28, 2014. Approximately 25 Housing Authorities are invited to attend.

6. **Major Repairs - Jonathan Trumbull Terrace.**

The 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.

I addressed the Administration/Finance/Health Sub Committee of the Town Council on Monday, April 21st, requesting that the Town apply for a Small Cities Grant on behalf of the Housing Authority, to be utilized for planning and development at Jonathan Trumbull Terrace. They will be joining me within the next couple of weeks on a site visit of the development. They were concerned that the Grant proposed would not be enough to adequately address the extensive rehabilitation needed.

7. **Computerizing the Office**

We have started the transition to computerize the office. Updated computers were installed and training staff from HAPPY Software was onsite the week of April 21st to begin the training process. The staff was extremely receptive to this transition. The transitioning will continue for the next couple of months as we continue adding various modules of the software and the staff is acclimated.

8. Opening of the Public Housing Wait Lists.

The wait lists for all public housing developments will be open during the month of May.

A. AGENDA ITEMS:

1. Minutes.
2. Correspondence.
3. Executive Director's Report
4. Public Time
5. Resolution - Approve Paid Invoices.
6. Resolution - Approve Management Plan for Terry Court and Eastman Terrace for Fiscal Year Ending June 30, 2015.
7. Resolution - Approve Management Plan for Hevrin Terrace for Fiscal Year Ending June 30, 2015.
8. Resolution - Approve Management Plan for Jonathan Trumbull Terrace and Father Honan Terrace for Fiscal Year Ending June 30, 2015.
9. Executive Session - Tenant and Employee Issues.
10. Other Business.
11. Public Time
12. Close

VACANCIES: As of 4/25/2014 ()= number vacant but assigned to new tenant

Jonathan Trumbull: 12 out of 40 (2)	Ashton Tower: 2 out of 100 (1)
Father Honan: 3 out of 50 (0)	Wilbur Cross: 1 out of 50 (1)
Eastman Terrace: 6 out of 78 (1)	Nathan Hale Terrace: 4 out of 100 (1)
Terry Court: 6 out of 68 (1)	
Hevrin Terrace: 4 out of 90 (2)	

TOTAL 36 (14) 22 vacant and not yet assigned

LAST MONTH TOTAL 38 (9) 29 vacant and not yet assigned