

Executive Director's Report
May 28, 2014

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

All State Construction began removal of the furnaces at Wilbur Cross Apartments on May 19th when the furnaces were shut down at the end of the heating season.

2. **Staffing.**

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

3. **Vacancy Rates.**

The vacancy rate remains very low.

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

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

5. **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, 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 holding a meeting at our site on Saturday, June 7th at 9:30 a.m. to view the site.

7. **Computerizing the Office**

We are transitioning to a computerized office. The transitioning will continue for the next couple of months as we continue adding various modules of the software and the staff is acclimated. Starting in June, we will be accepting rental payments on the computers and printing out receipts.

8. **Opening of the Public Housing Wait Lists.**

We opened the waiting list for all public housing developments in May and received 228 applications. We will begin processing the applications in the new computer system.

9. **Tenants Association at Wilbur Cross & Ashton Tower Apartments.**

The Tenants Association has been reestablished. The elected officers are: Beverly Lewis - President, Priscilla Perkins - Vice President, Lucille Arsenault - Secretary, and Jean Gaskin - Treasurer.

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10. Fire Safety Inspection at Wilbur Cross & Ashton Tower Apartments.

Fire Marshal, Michael Licata, Ron Lemire & John Beck were on site on Thursday, May 22nd to inspect all common areas, emergency systems, and a sampling of the units. Various findings were noted with a formal report to follow.

A. AGENDA ITEMS:

1. Minutes.
2. Correspondence.
3. Executive Director's Report
4. Public Time
5. Resolution - Approve Paid Invoices.
6. Resolution - Approve Budget for Federal Developments, Nathan Hale Terrace, Wilbur Cross Apartments and John Ashton Tower for Fiscal Year Ending June 30, 2015.
7. Executive Session - Tenant and Employee Issues.
8. Other Business.
9. Public Time
10. Close

VACANCIES: As of 5/23/2014 ()= number vacant but assigned to new tenant

Jonathan Trumbull: 10 out of 40 (0)	Ashton Tower: 3 out of 100 (4)
Father Honan: 5 out of 50 (2)	Wilbur Cross: 1 out of 50 (1)
Eastman Terrace: 5 out of 78 (1)	Nathan Hale Terrace: 5 out of 100 (2)
Terry Court: 5 out of 68 (1)	
Hevrin Terrace: 4 out of 90 (4)	

TOTAL 38 (15) 23 vacant and not yet assigned

LAST MONTH TOTAL 36 (14) 22 vacant and not yet assigned

Resolution - 3852 - Continued

BE IT RESOLVED: That the following Voucher Checks are approved as paid:

Project Conn 10-1-2-5	Transfer to COF #133	\$141,015.99
Project Mr-7-34	Transfer to COF #125	\$39,844.52
Project MR-50 Section 8	Transfer to COF #125	\$29,716.81
Project E-22-87	Transfer to COF #125	\$22,932.10
Central Office Fund	#7630 - 7854	

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

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

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

Resolution #3853

The following resolution, #3853 was approved by polling all commissioners following the April 30th meeting, and was confirmed as introduced by Commissioner Schwenk, read in full and considered:

BE IT RESOLVED: That the revised Management Plan for Terry Court, MR-7, and Eastman Terrace, MR-34, establishing annual income and expenses of Seven hundred, sixteen thousand, five hundred and twenty dollars and no cents (\$716,520.00) and changes to the rent schedule as indicated below, be hereby adopted subject to the approval of the Connecticut Housing Finance Authority.

Base Rents for each type of apartment:

<u>Apartment Type</u>	<u>Present Rent</u>	<u>Proposed Rent</u>
1 Bedroom	\$260.00	\$280.00
2 Bedroom	\$295.00	\$315.00
3 Bedroom, duplex	\$315.00	\$335.00
3 Bedroom, single	\$350.00	\$370.00
4 Bedroom	\$390.00	\$410.00

Resolution #3853 - Continued

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

"AYES"
John Naumec
Jean Gaskin
John Schwenk
Linda Stevens

"NAYS"
None

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

Resolution #3854

The following resolution, #3854 was approved by polling all commissioners following the April 30th meeting, and was confirmed as introduced by Commissioner Schwenk, read in full and considered:

BE IT RESOLVED: That the revised Management Plan for Hevrin Terrace, establishing annual income and expenses of Six hundred, sixty six thousand, six hundred and sixty dollars and no cents (\$666,660.00) be hereby adopted subject to the approval of the Connecticut Housing Finance Authority.

Resolution #3855

The following resolution, #3855 was approved by polling all commissioners following the April 30th meeting, and was confirmed as introduced by Commissioner Schwenk, read in full and considered:

BE IT RESOLVED: That the revised Management Plan for Jonathan Trumbull Terrace, E-22, and Father Honan Terrace, E-87, establishing annual income and expenses of Two hundred and ninety five thousand, four hundred and eighty dollars and no cents (\$295,480.00), and changes to the rent schedule as indicated below, be hereby adopted subject to the approval of the Connecticut Housing Finance Authority.

Resolution #3855 - Continued

Base Rents for each type of apartment:

<u>Complex</u>	<u>Apartment Type</u>	<u>Present Rent</u>	<u>Proposed Rent</u>
J. Trumbull	Efficiency	\$242.00	\$252.00
J. Trumbull	1 Bedroom	\$267.00	\$277.00
Fr. Honan	1 Bedroom, single	\$262.00	\$272.00
Fr. Honan	1 Bedroom, double	\$277.00	\$287.00

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

"AYES"
John Naumec
Jean Gaskin
John Schwenk
Linda Stevens

"NAYS"
None

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

Resolution - 3856

The following resolution, #3856 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 #134	\$130,607.19
Project Mr-7-34	Transfer to COF #126	\$35,573.41
Project MR-50 Section 8	Transfer to COF #126	\$41,041.81
Project E-22-87	Transfer to COF #126	\$18,851.78
Central Office Fund	#7855 -	8161

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:

Resolution - 3856 - Continued

"AYES"
John Naumec
Jean Gaskin
John Schwenk
Linda Stevens

"NAYS"
None

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

Resolution #3857

The following resolution, #3857 was introduced by Commissioner Stevens, read in full and considered:

BE IT RESOLVED: That the Budget for the Housing Authority of the City of Willimantic's federally funded developments, Nathan Hale Terrace, Wilbur Cross Apartments, and John Ashton Tower, for the fiscal year ending June 30, 2015, is hereby approved for use by the Authority.

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

"AYES"
John Naumec
Jean Gaskin
John Schwenk
Linda Stevens

"NAYS"
None

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

EXECUTIVE SESSION:

The Board went into Executive Session at 7:21 p.m. to discuss Employee and Tenant Issues, and Legal Matters. The Board returned to regular session at 7:31 p.m.

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 7:32 p.m.

Respectfully submitted,

Kim Haddad

Kim Haddad
Secretary