

## 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, June 25, 2014. The meeting was called to order by the Chairman. Upon roll call, those present and absent were as follows:

PRESENT	ABSENT
John Naumec	None
Jean Gaskin	
John Schewnk	
Linda Stevens	

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

### CORRESPONDENCE:

05/13/14 Notice from HUD, Executed Capital Fund Program Amendment for Fund for Grant CT26P010501-14.

05/29/14 State of CT, Dept of Housing, Authorization or Rental Assistance Payments at Terry Court.

05/30/14 Notice from CHFA approving Management Plan for State Elderly Developments

05/30/14 Notice from CHFA approving Management Plan for Moderate Income Family Developments.

05/30/14 Notice from CHFA approving Management Plan for Hevrin Terrace.

06/02/14 Bruce Borders, Letter of Resignation.

Undated Welcome Back, Summer lunch program.

06/04/14 J. D'Amelia & Associates, Administration of Terry Court, Rental Assistance Program.

Undated Breakdown of PILOT to the Town for Federal Programs, State Elderly & Hevrin Terrace.

06/23/14 MEUI, Greivance No. - 01,203.

06/02/14 Metzger Lazarek & Plumb, Advisement on Grievance listed above.

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 #3858

The following resolution, #3858 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 #135	\$140,000.00
	#136	\$200,000.00
Project Mr-7-34	Transfer to COF #127	\$75,010.68
Project MR-50 Section 8	Transfer to COF #127	\$54,569.80
Project E-22-87	Transfer to COF #127	\$33,673.95
Central Office Fund	#8162 - 8278	

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	

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

Resolution #3859

The following resolution, #3859 was introduced by Commissioner Schwenk, read in full and considered:

BE IT RESOLVED: That the Annual Meeting of the Willimantic Housing Authority, to be held on August 27, 2014, be a

dinner meeting held at Betty Dunnack Commons with catering provided by Culinary Expressions.

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
Jean Gaskin	
John Schwenk	
Linda Stevens	

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 7:20 PM and returned to regular session at 7:25 PM.

#### PUBLIC TIME

No one from the public chose to speak.

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 7:25 p.m.

Respectfully submitted,

Kim Haddad  
Secretary

Executive Director's Report  
June 25, 2014

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

All State Construction Co. continues to proceed with the replacement of the furnaces at Wilbur Cross Apartments. The old furnaces have been removed, asbestos abatement was completed and the new furnaces are onsite and being assembled for installation. The project is on schedule.

**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 an additional seasonal worker.

**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.

The Administration/Finance/Health Sub Committee of the Town Council met at our offices at 49 West Avenue for a tour of Jonathan Trumbull Terrace. At their regular meeting on Monday, June 16<sup>th</sup>, they voted to recommend to the Town Council that the Community Development Block Grant (Small Cities) be applied for in the 2015 Round with the intentions to utilize it to rehabilitate Jonathan Trumbull Terrace if funding is approved.

**7. Computerizing the Office**

Transitioning continues. The office staff is adjusting extremely well. We will continue adding various modules of the software as the staff is acclimated.

**8. Fire Safety Inspection at Wilbur Cross & Ashton Tower Apartments.**

Fire Marshal, Michael Licata, Ron Lemire & John Beck were on site on Thursday, May 22<sup>nd</sup> to inspect all common areas, emergency systems, and a sampling of the units. Various findings were noted. We have addressed some of the issues but we are waiting for the formal reporting.

9. Housing Subsidies at Terry Court.

We were informed by the State of Connecticut, Department of Housing that they are committing 22 state housing subsidies to be used in Terry Court. The target date is July 1, 2014. The units are being scheduled for inspection as soon as possible and we will prepare any necessary documentation as needed to process this action.

10. Summer Food Service Program

The Windham Board of Education's Summer Food Service Program is up and running out of our West Avenue Community Center. They provide breakfast and lunch for the children at Nathan Hale Terrace and Hevrin Terrace daily. It is served daily by Samantha Hollis. She reports the program off to a great start.

A. AGENDA ITEMS:

1. Minutes.
2. Correspondence.
3. Executive Director's Report
4. Public Time
5. Resolution - Approve Paid Invoices.
6. Resolution - Set Annual Meeting Date and Location, and Select Caterer.
7. Executive Session - Tenant and Employee Issues.
8. Other Business.
9. Public Time
10. Close

VACANCIES: As of 6/20/2014      ( )= number vacant but assigned to new tenant

Jonathan Trumbull: 12 out of 40 (0)	Ashton Tower: 0 out of 100 (0)
Father Honan: 4 out of 50 (2)	Wilbur Cross: 0 out of 50 (0)
Eastman Terrace: 8 out of 78 (1)	Nathan Hale Terrace: 4 out of 100 (2)
Terry Court: 6 out of 68 (2)	
Hevrin Terrace: 1 out of 90 (1)	

TOTAL 35 (8) 23 vacant and not yet assigned

LAST MONTH TOTAL 38 (15) 23 vacant and not yet assigned