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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, September 25, 2013. 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	
Linda Stevens	
John Schwenk	

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

CORRESPONDENCE:

08/31/2013	NAHRO Monitor.
08/26/2013	Notification from HUD of Limited Management Review - Hevrin Terrace.
09/16/2013	CT, Dept of Labor - Request for Completion of MBA-1 Form, Completion of MEUI Employee Negotiations.
08/29/2013	CT, Dept of Housing - Preconstruction Program - Governor's First Thirty.
Undated	On-Site Insight, Executive Summary, Capital Needs Assessment Reporting for Hevrin Terrace.

Executive Director's Report

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

PUBLIC TIME:

Sally Pappenheimer, Willimantic Farmer's Market Coordinator expressed concerns with the distribution of Connecticut, Dept. of Agriculture Food Coupons for elderly and families to utilize during the summer for purchasing produce at the Farmer's Market. She was worried that families were not able to take full advantage of the program as a result of not distributing them early enough in the summer.

Executive Director's Report
September 25, 2013

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

The Contractor is scheduled to begin work at Nathan Hale Terrace modifying two apartments, making them fully handicap accessible the week of September 23, 2013.

2. **Union Contract Negotiations.**

The negotiations with the bargaining unit that includes all permanent staff members other than representative have been completed and the contract was ratified on September 4, 2013.

3. **Staffing.**

The Authority has been experiencing staffing difficulties in our maintenance department due primarily to health problems among its members. One maintainer continues to be out indefinitely on Worker's Compensation and another has been working with light duty restrictions.

The short-staffing situation is difficult to resolve, since technically we have a full roster of workers, until such time as the worker's compensation issues are resolved.

We have hired on three temporary workers for the summer and, despite the various staffing problems we are renovating vacant apartments in record numbers.

Our Social Service Coordinator has been out since the beginning of August and continues to be out on medical leave for an indefinite time.

4. **Executive Director Position.**

The Executive Director position has been filled by Kim Haddad.

5. **Vacancy Rates.**

Maintenance staff members continue to do a tremendous job in renovating vacant apartments as well as office staff members continue to do a fantastic job of coordinating and expediting the tenant selection and lease up process. The vacancy rate reduction has been slowed down as a result of transferring tenants who are over housed or over crowded to the appropriate size unit. We still maintain a very low vacancy rate.

6. **Replacement of Furnaces and Water Heaters at Wilbur Cross Apartments.**

The furnaces at 645 Valley Street are the original units that were installed in 1967 and the domestic water heaters were installed in 1993. Both items were approved in the Annual Plan as work to be scheduled. Request for proposals for engineering services will be advertised the beginning of October 2013. Work on this item is anticipated for April 2014.

7. **HUD Inspection of Federal Properties.**

On July 30, 2013, HUD inspected Nathan Hale Terrace, Wilbur Cross Apartments, and John Ashton Tower for physical deficiencies. We received a score of 77 out of 100 possible points.

8. **Annual Independent Audit.**

The auditors from Dooley & Vicars, CPA will be at the Authority the week of October 7, 2013.

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

We received notification that the Housing Authority has been approved to receive a grant for planning and rehabilitation at Hevrin Terrace.

10. **Flooding at Father Honan Terrace.**

After the walkways were repaved at 10 Valley Street, Extension, tenants have complained that during heavy periods of rain, water puddles in front of their main entrances and enters the apartments. Maintenance has worked to raise the elevation at the areas of concern and are installing a dry well. This work should be completed by this months meeting.

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

Maintenance issues at 22 Emerald Avenue have escalated and needs to be addressed. The roofs are leaking, the overhangs have deteriorated and are falling apart, the sewer lines are continually backing up, exterior light is obsolete and mold is a problem. Maintenance has worked hard at clearing the roofs of debris, they are investigating the sewer line issues and are looking at options for roofing.

A. AGENDA ITEMS:

1. Minutes.

2. Correspondence.

3. Executive Director's Report

4. Public Time

5. Resolution - Approve Paid Invoices.

6. Resolution - Approve Executive Director Training.

7. Executive Session - Tenant and Employee Issues, Legal Matters, Union Contract Negotiations.

8. Other Business.

9. Public Time

10. Close

VACANCIES: As of 9/17/13 ( )= number vacant but assigned to new tenant

Jonathan Trumbull: 8 (1)
Father Honan: 0 (0)
Eastman Terrace: 6 (2)
Terry Court: 4 (0)
Hevrin Terrace: 2 (2)

Ashton Tower: 2 (1)
Wilbur Cross: 0 (0)
Nathan Hale Terrace: 5 (2)**

TOTAL 31 (19) 12 vacant and not yet assigned

LAST MONTH TOTAL 31 (8) 23 vacant and not yet assigned

** Two units have been taken off line to renovate and make handicap accessible.

Resolution #3831

The following resolution, #3831 was introduced by Commissioner Gaskin, read in full and considered:

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

Project MR-7-34	Transfer to COF #118	$65,072.72
Project MR-50 Section 8	Transfer to COF #118	$ 47,236.77
Project E-22-87	Transfer to COF #118	$27,363.97
Central Office Fund		#5977 - 6247

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	
Linda Stevens	
John Schwenk	

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

Resolution #3832

The following resolution, #3832 was introduced by Commissioner Stevens, read in full and considered:

BE IT RESOLVED: That Kim Haddad, Executive Director be authorized to participate in the "New Director Training" through Nelrod Consortioum. This is an on-line course held October 4, 11, 18 and 25, 2013 during working hours.

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

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

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

EXECUTIVE SESSION:

The Board went into Executive Session at 7:20 p.m. to consider Employee and Tenant Issues. The Board returned to Regular Session at 7:50 p.m.

OTHER BUSINESS:

Resolution #3833

The following resolution, #3833 was introduced by Commissioner Schwenk, read in full and considered:

BE IT RESOLVED: That John Naumec, Chairman of the Housing Authority is authorized to accept a grant from the State of Connecticut, Department of Housing, Preconstruction Program - Governor's First Thirty to assist the Housing Authority in planning for the preservation and revitalization of the property known as Hevrin Terrace. Also, that Kim Haddad be authorized to submit a budget covering the amount of the said grant.

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	
Linda Stevens	
John Schwenk	

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

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 8:20 p.m.

Respectfully submitted,

Kim Haddad
Secretary