

MINUTES OF THE WINDSOR LOCKS HOUSING AUTHORITY

Monday, March 7, 2016
120/124 Southwest Avenue

6:30 P.M.
Windsor Locks, CT 06096

The Windsor Locks Housing Authority met in Regular Meeting Monday, March 7, 2016 at 120/124 Southwest Avenue, Windsor Locks, CT 06096 at 6:30 P.M., the date, time and place duly established for the holding of such meeting. The meeting was called to order at 6:34 P.M. by Carl Philbrick, Chairman.

ROLL CALL

The following were present: Carl Philbrick, Chairman; Michael Jordan, Sr., Vice-Chairman, Commissioner; William Hamilton, Commissioner; Jennise Matyskiela, Tenant Commissioner; and Jaimie Mantie, Executive Director.

Absent: Joyce Welch, Tenant Commissioner.

PUBLIC

Linda Cray, 124 Southwest Ave. Apt. S-23, Windsor Locks, CT 06096

MINUTES

Michael Jordan, Sr., Vice-Chairman, Commissioner, made a motion to approve the minutes of the Monday, December 7, 2015 Meeting, seconded by William Hamilton, Commissioner, to approve the minutes as mailed, said minutes were approved.

William Hamilton, Commissioner asked to table the minutes of the January 29, 2016 meeting. Michael Jordan, Sr., Vice-Chairman, Commissioner stated the meeting was more of an informational discussion of the Main Street Redevelopment on what might happen, and the minutes should reflect how the HA property might be affected. Carl Philbrick, Chairman stated he felt the town was only interested in a letter from the WLHA for the grant application.

Michael Jordan, Sr., Vice-Chairman, Commissioner made a motion to table the January 29, 2016 minutes for review until the next regular scheduled meeting of the WLHA, seconded by William Hamilton, Commissioner. The motion was accepted.

PUBLIC INPUT

Linda Cray, 124 Southwest Ave. Apt. S-23, Windsor Locks, CT 06096 asked what is the WLHA afraid of with the towns Redevelopment plan for Main Street, and asked if the town can take land away from the HA. Carl Philbrick, Chairman stated the town cannot take land, there might be a set of stairs installed, and the plans have changed several times.

UNFINISHED BUSINESS

- Open Board of Commissioner Democratic Position. No word, will contact the new First Selectman.

NEW BUSINESS

- Audit July 1, 2014 - June 30, 2015. Jaimie Mantie, Executive Director reported the audit is completed, it is a total of 68 pages, she will ask the auditors if there is a hard copy for board members. There were no findings. Michael Jordan, Sr., Vice-Chairman, Commissioner made a motion to accept the audit as presented, seconded by William Hamilton, Commissioner; the motion was accepted.

Resolution # 284.

- Proposed Southwest Ave. Base Rent Increase. Jaimie Mantie, Executive Director stated the last increase was in 2013, it will not affect present residents. First she has to send a letter asking for a rent increase to CHFA-which she has done. Second she has to notify the WLHA board members-done tonight. Third she has to notify and have a meeting with residents. Fourth, bring notes from residents meeting to the WLHA board. William Hamilton, Commissioner asked how many residents would be affected by the rent increase. Ms. Mantie stated about 10, but those residents would get help from state assistance to pay the increase. If the state program did not have the funds she would go to HUD or other programs available.
- Carl Philbrick, Chairman asked about the heat pumps for resident apartments. They are made by GE, they replace the sleeve A/C, and provide heat and A/C. The units are energy efficient, he recommends getting four units as a test project and monitor the electricity used. Ms. Mantie will look into getting four units.
- Preparation of 2016 HUD Annual Plan. HUD has a grant for Federal properties for capital improvements. Jaimie Mantie Executive Director is asking to change Chestnut Street to individual meters for electricity. The WLHA pays for the electrical and electric heat. There are programs and grants available for the residents to pay the electric bills. She is hoping to make the residents more responsible to pay their utility bills, and they will get a utility standard reduction on the rent. The board asked Ms. Mantie to prepare a plan for a main project on installing heat pumps and changing to individual meters.
- Waiting List Changes. Ms. Mantie stated she reopened the Southwest and Grove Street waiting lists. They were closed for a year, we are full now, but will revisit the waiting lists when units open. There has to be a percentage of 62 and older residents, and a percentage of disabled under 62. She will contact Dave Vaicunas to use the WL Lions sign on Main Street to advertise accepting applications.

- Update on Solar Project for 124 Southwest Ave. Jaimie Mantie, Executive Director reported it is under way for this spring, she had to submit more paperwork/documents. William Hamilton, Commissioner asked about the generator. Jaimie Mantie, Executive Director stated it is a line item for future projects, she is looking into grants. The first project was to be the solar project, then handicapped push buttons for doors. Another project is security cameras for Southwest Ave. She will need funding; the rents barely cover the utility costs for Southwest Ave. There is one camera now, at the front door.
- Linda Cray, 124 Southwest Ave. Apt. S-23, Windsor Locks, CT 06096 asked about the cameras for Southwest Ave. because of the night time door knocks.
- 2016 Annual Inspections. Ms. Mantie, Executive Director stated the inspections are for health and safety, looking for problems, ex. window locks, smoke alarms, doors, stoves, refrigerators', damages. They check every apartment/unit.
- Proposed Increase of Excess Utility Charge. Ms. Mantie stated she has not asked for an increase in three years. The Excess Utility Charge is for Grove and Chestnut St. units. They do not pay for electricity and this covers the excess in the summer months for A/C. In the past it was a \$10 increase and she would like to see an increase of \$30 to cover the past three years. The payment is now \$100, would increase to \$130 for a yearly fee, which can be paid in monthly installments. A report is sent to HUD on usage. Michael Jordan, Sr. Vice-Chairman, Commissioner made a motion to increase the Excess Utility Charge from \$100 to \$130, seconded by William Hamilton, Commissioner; the motion was accepted.
- Update on HUD Rule on Smoke Free Housing. Jaimie Mantie, Executive Director stated she is waiting for the policy change. Grove St. and Chestnut St. are HUD ruled, Southwest Ave. is state, which usually follows the same rules. Presently the residents can smoke in their own units and outside, but not in common areas. There are about five residents per building; they will have one year after the new policy takes effect, to stop smoking or leave.
- Linda Cray, 124 Southwest Ave. Apt. S-23, Windsor Locks, CT 06096 asked how will the HA monitor the residents who smoke if the Smoke Free Rule goes into place. Jaimie Mantie, Executive Director stated if HUD mandates this, then we have to follow the rules and she will deal with complaints, and inspections will be done.
- Michael Jordan, Vice-Chairman, Commissioner asked to go to Executive Session at 7:38 P.M. for the discussion of Employee Matters Regarding Changes, seconded by William Hamilton, Commissioner. Executive Session ended at 8:30 P.M.

ADJOURNMENT

There being no further business to come before the meeting, upon a motion by Michael Jordan, Sr., Vice-Chairman, Commissioner, and seconded by William Hamilton, Commissioner the meeting was adjourned at 8:31 P.M.

Respectfully Submitted,

Diane D. Allen, Recording Secretary

Attest: _____ (SEAL)
Jaimie Mantie, Executive Director