

WINDSOR LOCKS HOUSING AUTHORITY

120 SOUTHWEST AVENUE
WINDSOR LOCKS, CT 06096
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MINUTES OF THE WINDSOR LOCKS HOUSING AUTHORITY

Monday, April 6, 2015
120/124 Southwest Avenue

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

The Windsor Locks Housing Authority met in Regular Meeting Monday, April 6, 2015 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 6:33 P.M. by William Hamilton, Chairman.

ROLL CALL

The following were present: William Hamilton, Chairman; Carl Philbrick, Vice-Chairman, Commissioner; Michael Jordan, Sr., Commissioner, Jennise Matyskiela, Tenant Commissioner, Joyce Welch, Tenant Commissioner; Jaimie Mantie, Executive Director, and Thomas Gregory, Representative for American Solar & Alternative Power.

Absent: None.

PUBLIC

Susan Chikar, 11 Grove St., Windsor Locks, CT.

MINUTES

Michael Jordan, Sr., Commissioner made a motion to approve the minutes of the Monday, March 2, 2015 Meeting, seconded by Joyce Welch, Tenant Commissioner, to approve the minutes as mailed, said minutes were approved.

PUBLIC INPUT

N/A.

UNFINISHED BUSINESS

- Open Board of Commissioner Democratic Position. Jaimie Mantie, Executive Director will check on the position with Steven Wawruck, Jr. First Selectman.

NEW BUSINESS

- Solar Project Presentation for 124 Southwest Ave. Thomas Gregory reported on the information for a generator. The demand load size is 45 kilowatt for stand-by for the common areas, with a 200 amp transfer switch.

Trenching, excavating for gas, concert pad, gas line, hook up, testing, monitoring will bring the estimated cost to \$30,000. Connecticut Green Bank will finance the project. A property assessment called PACE will need to be done to set up the account to finance the generator over a 15 year at 6 %, about \$200/month. The estimated solar monthly payment is estimated at \$400/month. The generator cannot be combined with the solar panels and must be kept as a separate account. An electrical engineer and an architect have to spec out everything. There is a SHREC award through Eversource and public utilities over site group for renewable energy. WLHA would not be responsible for operating and maintaining the solar system. The power purchase price would be based on the specifications outlined in the preliminary solar project proposal. The 124 Southwest Ave. project will provide power year round for the common areas only. Southwest residents will keep their electric bills through CL&P (Eversource Energy). The billing for the projects will be with CT Green Bank. Jaimie Mantie, Executive Director stated she will need to get two additional bids for the generator. CHFA recommended the solar panel project, so no additional bids are required. William Hamilton, Chairman suggested a four installment payment system for the additional bids for the generator. April 2016 is the deadline for the SHREC award. Ms. Mantie reported WLHA is in Better Building Challenge with HUD that could give us additional grants with decreasing our energy costs. Michael Jordan, Sr., Commissioner made a motion to accept the solar project as outlined and presented by Thomas Gregory from American Solar & Alternative Power for 124 Southwest Ave., seconded by Carl Philbrick, Vice-Chairman, Commissioner, the motion was accepted.

- Annual Election of Chairman and Vice-Chairman. Michael Jordan, Commissioner made a motion to nominate Carl Philbrick as Chairman, seconded by Joyce Walsh, Tenant Commissioner, the motion was accepted. Carl Philbrick, Chairman, made a motion to nominate Michael Jordan as Vice-Chairman, seconded by William Hamilton, Commissioner, the motion was accepted.
- Approve HUD Capital Fund Annual Plan. Jaimie Mantie, Executive Director went over the Grove St. and Chestnut St. projects. This year's updates include snow equipment, and two computers. She will need three quotes/bids, estimation is \$55,000 for operations, \$1,000 for fees and costs; for site improvements to parking lots, and sidewalks at Grove St. and to upgrade to current codes. Five year plans include fence at Chestnut St., first floor bathrooms drop ceilings, ramp extensions. Building A had no ice buildup this year due to added electrical heaters to roof, but the roof needs to be looked at for a possible extension. For extra energy cost savings she will look at lights in stairwells, hallways, and common areas. Chestnut Street will need a roof within five years, it was built in 1976. Considering adding meters for units for changing utilities to be paid by tenants, they can apply for assistance. There is gas heat in the hallways, electric in the units. Southwest Ave. has electric heat. Discussion on A/C units for tenants, which tenants buy themselves, they are not provided.

Carl Philbrick, Chairman, made a motion to accept the HUD Capital Fund Annual Plan, seconded by Michael Jordan, Vice-Chairman, Commissioner; the motion passed.

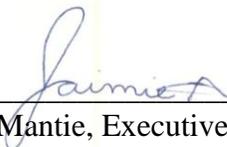
- Jaimie Mantie, Executive Director asked to go to Executive Session at 7:15 P.M. for the discussion of Audit Documents. Executive Session ended at 7:30 P.M.

ADJOURNMENT

There being no further business to come before the meeting, upon a motion by William Hamilton, Chairman and seconded by Carl Philbrick, Vice-Chairman, Commissioner; the meeting was adjourned at 7:30 P.M.

Respectfully Submitted,

Diane D. Allen, Recording Secretary

Attest:  _____ (SEAL)
Jaimie Mantie, Executive Director