

WINDSOR LOCKS HOUSING AUTHORITY

120 SOUTHWEST AVENUE

WINDSOR LOCKS, CT 06096

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MINUTES OF THE WINDSOR LOCKS HOUSING AUTHORITY

Monday, December 5, 2016
120/124 Southwest Avenue

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

The Windsor Locks Housing Authority met in Regular Meeting Monday, December 5, 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 6:30 P.M. by Carl Philbrick, Chairman.

ROLL CALL

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

Absent: None.

PUBLIC

Linda Cray, 124 Southwest Ave., Apt. S-23, Windsor Locks, CT 06096
Beverly Balbi, 124 Southwest Ave., Apt. N-3, Windsor Locks, CT 06096

MINUTES

Michael Jordan, Sr. Vice-Chairman, Commissioner, made a motion to approve the minutes of the Monday, November 7, 2016 Meeting, seconded by Joyce Welch, Tenant Commissioner, to approve the minutes as mailed, said minutes were approved. William Hamilton, Commissioner abstained.

PUBLIC INPUT

None.

UNFINISHED BUSINESS

- Open Board of Commission Position. Ms. Mantie, Executive Director stated she reviewed policies, and rules from State and HUD on number of Democrat and Republican board members for the board. There are no policies/statues on representation.
- Open Tenant Board Member Position for Southwest Ave. Ms. Mantie, Executive Director stated under the state process she must hire an independent housing

agency. They will hold a meeting in early 2017 with residents, explain the Southwest Ave. position, hold a vote, then go to the selectmen for approval.

- Solar project for Grove St. and Chestnut St. apartments. Jaimie Mantie, Executive Director reported the Southwest Ave. project is done and is working, she is waiting for the November bill to see more benefits. The October bill showed some savings. Southwest Ave. had no upfront costs, roof repairs were needed, they were done by the roofing contractor. They are working on the proposals for Grove St. and Chestnut Street. Chestnut Street has a new roof. Grove Street roofs would need to be replaced.
- Discussion on Main Street Redevelopment plan, and the need for housing and expansion. No developers have come forward for building on Main Street.
- Expiring lease with Town of Windsor Locks for 41 Oak Street. Ms. Mantie, Executive Director stated she submitted a new lease with more detail about insurance for just the use of the land.

NEW BUSINESS

- Fire at Chestnut Hill Apartments. Jaimie Mantie, Executive Director reported on the Sunday, November 13, 2016 fire which started at 6:20 PM at the Chestnut Hill apartments. Ms. Mantie and Chris from maintenance arrived, everyone had to be evacuated and relocated because of smoke. A total of 6 doors were kicked in when evacuating residents who would not leave. Insurance will cover damages, but not personnel belongings. Residents do not have to have renter's insurance. The residents of the burned apartment did not have renter's insurance and will not be returning to the apartment, Ms. Mantie is trying to find them a new place to live and the family will be receiving a Section 8 Voucher. The assistance will help the family continue to have affordable housing. Residents were put up in hotels for two nights and given food allowances, except four tenants who stayed with relatives. Michael Jordan, Vice-Chairman, Commissioner asked Ms. Mantie to look into how to hold the tenants responsible for damages. The board discussed considering putting in the renters contract the need for renter's insurance. Discussion on law mandating for extermination of bedbugs, how the landlord is responsible for costs. Discussion on how to inspect furniture before tenants moving in.
- Fire Drills for all complexes. Ms. Mantie, Executive Director reported when the fire alarm went off, only half the residents left the buildings at Southwest Ave. and Grove St. The board asked Ms. Mantie to consider an in-house policy when the fire alarm goes off, all residents must be held accountable to evacuate to a certain area, to do a head count and stay outside until police, fire, or Ms. Mantie Executive Director tells them to go back inside. Alarms are tested every six months and a notice is sent out to all residents.

- Linda Cray, 124 Southwest Ave., Apt. S-23, Windsor Locks, CT 06096 stated she feels most residents do not feel they know what to do when an alarm goes off. She recommends a meeting with residents on the rules to follow when an alarm goes off. Make it a requirement for all residents to attend, and have the fire department there. Michael Jordan, Sr. Vice-Chairman, Commissioner recommended a memo when testing is being done, make it a drill, find out what doors residents are leaving by, have doors and windows marked for residents that need assistance. Discussion on imposing a fine to residents who do not leave when the alarm goes off. It is a health and safety issue to all residents.
- HUD training inspection. Ms. Mantie reported HUD was looking for properties for inspections. She signed up and WLHA was chosen for training inspections. They will do Health and Safety inspections on windows, alarms, etc. We have always scored well, and are provided with more funding for having a better score.

PUBLIC INPUT

- Linda Cray, 124 Southwest Ave., Apt. S-23, Windsor Locks, CT 06096 stated she saw a 60 Minute program on commercial properties being sued for handicapped accessibility. Ms. Mantie reported the WLHA properties were build prior to the laws changing therefor, the WLHA is exempt from the requirements unless the WLHA does any improvements then they are required to be up to code.

EXECUTIVE SESSION

Michael Jorden, Sr. Vice-Chairman, Commissioner made a motion to go to Executive Session at 7:18 P.M. for the discussion of legal matters concerning CHRO complaint, and employee matters concerning FMLA, seconded by William Hamilton, Commissioner. Executive Session ended at 7:55 P.M.

ADJOURNMENT

There being no further business to come before the meeting, upon a motion by William Hamilton, Commissioner, and seconded by Michael Jorden, Sr. Vice-Chairman Commissioner, the meeting was adjourned at 7:56 P.M.

Respectfully Submitted,

Diane D. Allen, Recording Secretary

Attest: _____ (SEAL)
Jaimie Mantie, Executive Director