

October 3, 2008

NOTICE OF REGULAR MEETING

TO: ALL COMMISSIONERS OF THE WINDSOR LOCKS HOUSING AUTHORITY

There will be a Regular Meeting of the Windsor Locks Housing Authority on

Tuesday, October 7, 2008 at 7:00 p.m. at 41 Oak Street Windsor Locks, CT 06096.

/s/ William Hamilton
William Hamilton, Chairman

If you are unable to attend the meeting please notify Jaimie Mantie @ 627-1455 x 202

REGULAR MEETING OF THE HOUSING AUTHORITY

Tuesday, October 7, 2008
41 Oak Street

7:00 p.m.
Windsor Locks, CT

AGENDA

1. ROLL CALL

2. MINUTES

- ❖ Adopt the minutes from the Tuesday, September 2, 2008 meeting.

3. UNFINISHED BUSINESS (*Tabled from September 2, 2008 Meeting*)

- ✓ Relocation of the H.A. office.

4. NEW BUSINESS

- Meet and greet Attorney for the Housing Authority Elliot J. Lane.
- Jaimie Mantie Executive Director special report
- Adopt new policy.
- New FOI Requirement.
- Update on the Southwest Handrail Project.
- Update on Chestnut St Boiler and Siding Projects.
- Women's Club of W.L is requesting permission to use Southwest Apartments Community Room.
- Annual Flu Clinic.

5. ADJOURNMENT

**THESE ARE NOT THE OFFICAL MINUTES & SUBJECT TO
CHANGE AT NEXT MEETING.**

MINUTES OF THE WINDSOR LOCKS HOUSING AUTHORITY

Tuesday, September 2, 2008
41 Oak Street

7:00 p.m.
Windsor Locks, CT

The Windsor Locks Housing Authority met in Regular Meeting
Tuesday, September 2, 2008 at: 41 Oak Street Windsor Locks, CT at 7:00 p.m., the date,
time and place duly established for the holding of such meeting.

ROLL CALL

The following were present: William Hamilton, Chairman; Gary McGuire, Vice
Chairman Commissioner; John Ferrari, Commissioner; Carl Philbrick, Commissioner;
Sister Helen Ryan, Tenant Commissioner; and Jaimie Mantie, Executive Director

PUBLIC INPUT

N/A

MINUTES

Gary McGuire, Vice Chairman Commissioner; made a motion to approve the minutes
seconded by **Carl Philbrick, Commissioner** to approve the minutes of the
Tuesday, July 1, 2008 meeting as mailed and said minutes were approved unanimously.

UNFINISHED BUSINESS (*Tabled from July 1, 2008 Meeting*)

N/A

**THESE ARE NOT THE OFFICAL MINUTES & SUBJECT TO
CHANGE AT NEXT MEETING.**

MINUTES OF THE MEETING

- a. The fence installation project at the Southwest Apartments has been postponed until further notice. The H.A. has paid for only the fence material. The H.A. is still waiting for the town to install their fence along the driveway between Veterans Park and the H.A. property. After the Town completes their installation, the H.A. will be putting a fence around the entire property line. The H.A. is planning to put removable chain link fence along the backside of the building. Putting removable chains will still allow the Fireman's Carnival the use of the H.A. land.
- b. The boiler and siding projects at Chestnut Hill Apartments are almost complete. The boiler contractor predicts the installation of the new boilers will be complete within 2 – 3 weeks with enough time to complete before the cold weather comes. The siding contractor started installation of the new siding on Monday August 25, 2008 and is predicted to be complete by the end of September 2008.
- c. Jaimie Mantie Executive Director discussed a matter of concern with the Board about a situation that happened at the Southwest Ave Apartments during the Park Departments Summer Concert Series. It was reported by tenants that the public was coming into the building and destroying the tenants personal property and vandalizing the restrooms. The H.A wrote a letter to the Park Department and notified them that the H.A. was posting signs on the entry way doors stating “ This building's bathroom facilites will not be available for public use and only invited guests of the tenants are allowed on the property.” Jaimie Mantie Executive Director was forced to make the decision to protect the tenants and the liability of the Housing Authority.
- d. The Women's Club of Windsor Locks requested permission to use Southwest Apartments Community Room to sponsor an In- House Auction on October 24, 2008 from 6:00pm till 10:00pm. Gary McGuire, Vice Chairman Commissioner; made a motion to approve the Women's Club the use of the Community Room at Southwest Apartments, seconded by Sister Helen Ryan, Tenant Commissioner.

- e. Jaimie Mantie Executive Director presented to the board a proposal to approve and sign a contract with John Ross to conduct the July 1, 2007 – June 30, 2008 required annual audit. Gary McGuire, Vice Chairman Commissioner; made a motion to approve John Ross to conduct this years audit, seconded by Sister Helen Ryan, Tenant Commissioner.

- f. Jaimie Mantie Executive Director discussed a plan to relocate the H.A. office. Ms. Mantie proposed looking into renovating a section of the Southwest Ave Apartments. Ms. Mantie will be gathering required information needed, and consult with HUD and CHFA/DECD. The discussion will be *tabled*.

ADJOURNMENT

There being no further business to come before the meeting, upon motion by Gary McGuire, Vice Chairman Commissioner, and seconded by John Ferrari, Commissioner, the meeting adjourned at 7:48 p.m.

Attest: _____
Jaimie Mantie Executive Director

(SEAL)