

WINDSOR LOCKS HOUSING AUTHORITY

120 SOUTHWEST AVENUE

WINDSOR LOCKS, CT 06096

860-627-1455 / 860-627-1456

860-292-5994 FAX WLHA@WLOCKS.COM

MINUTES OF THE WINDSOR LOCKS HOUSING AUTHORITY

Monday, September 12, 2016
120/124 Southwest Avenue

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

The Windsor Locks Housing Authority met in Regular Meeting Monday, September 12, 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; Jennise Matyskiela, Tenant Commissioner; Joyce Welch, Tenant Commissioner; and Jaimie Mantie, Executive Director.

Absent: None.

PUBLIC

Gisela Lugo, 124 Southwest Ave., Apt. N-10, Windsor Locks, CT 06096
Linda Cray, 124 Southwest Ave., Apt. S-23, Windsor Locks, CT 06096

MINUTES

William Hamilton, Commissioner, made a motion to approve the minutes of the Monday, June 6, 2016 Meeting, seconded by Michael Jordan, Sr., Vice-Chairman, Commissioner, to approve the minutes as mailed, said minutes were approved.

PUBLIC INPUT

N/A.

UNFINISHED BUSINESS

- Open Board of Commissioner Democratic Position. No word, will send a letter to the First Selectman, Chris Kervick and Republican Chairman, Paul Harrington; stating if no democratic wants the position, then the board asks for a republican.

NEW BUSINESS

- Update on Solar Project for 124 Southwest Ave. Jaimie Mantie, Executive Director reported the project is done and is now working. Benefit should be seen in the October bill. During installation there were up to five agencies that had to inspect areas that were completed, before work could continue. There had been several areas that needed repairs/patching by the roofing contractor. If there is a large snowfall, the panels can be shoveled, but without using metal shovels.

- Update on Southwest Ave. Project for ADA/Handicap Push Button. Ms. Mantie reported she will have all the bid information with costs, start times, and length of project at the next WLHA meeting. Permits will be pulled by the electrician, and she will check if a permit will be needed for installation of doors.
- Linda Cray, 124 Southwest Ave., Apt. S-23, Windsor Locks, CT 06096 asked if the door near her apartment will be replaced. Ms. Mantie stated yes it will be replaced. Ms. Mantie reported a former resident had a grant to open a door with a push button, on the south wing. The new doors will have a push button on the inside to exit. On the outside there will be a box that the resident inserts their key and the door will open.
- Update on Heat Pumps, LED Lighting, Energy Audit. Ms. Mantie, Executive Director reported she is working on LED lighting with a company called World Energy. She is looking into funding with Eversource, and will look into grants. Residents can have Eversource do a once a year cost saving measure audit. She will look into lower electrical rates also. *To be continued.*
Ms. Mantie reported she is looking into purchasing solar panels for Grove St. and Chestnut Street. William Hamilton, Commissioner suggested we wait to see the benefits for Southwest Avenue.
- Expiring Lease with Town of Windsor Locks for 41Oak Street. Ms. Mantie, Executive Director explained the history of the land, building, and lease to the board members and public. The lease expired June 30, 2016. Ms. Mantie will be meeting with First Selectman, Chris Kervick this week. Any new contract will need approval from HUD, the WLHA board, and signatures from Chairman and Vice-chairman. *Tabled.*
- The Windsor Locks Housing Authority opened the waiting list for the Section 8 Housing Choice Voucher Program. Applications were available on 9/1/2016. The original notice stated that interested applicants must apply in person. After our advertisement was posted, the WLHA was contacted by multiple agencies and was requested that we change our Administrative Policy for the Sec 8 program because there was a flaw in our application intake process. The original advertisement stated that interested applicants must apply in person. This was a practice the WLHA used back in 2005 which is the last time the WLHA opened the section 8 waiting list. We currently have 18 families still on the original waiting list opened in 2005. Those applicants have been waiting 11 years for assistance. Our new advertisement is required to allow applicants to apply on-line, mail to home address, email or fax. The applicants can return the applications in any way they can. The steps the WLHA needs to address the Sept 1, 2016 Flawed opening is in order not to disadvantage people that were applying on 9/1/2016, the WLHA accepted all applications and turned nobody away. The WLHA Contacted 211, local agencies and made a public statement:

"The Windsor Locks Housing Authority acknowledges that its prior method of noticing intake for the Housing Choice Voucher waitlist was flawed. In order not to disadvantage applicants, we will accept all applications on September 1. However, we will not apply a first come-first serve selection policy to the applications and we will afford another opportunity in October/November/December 2016 that will give alternate application options which will not involve only physical delivery of applications to the Housing Authority. This October, November, December 2016 application process will be noticed on 211 and local agencies."

All applications distributed on September 1 will be accepted and processed together with the approximate October/November/December 2016 applications through a lottery system with our Agency preferences applied. Our preferences are for Applicants Who's Head of Household, Spouse, or Sole Member fall into one or more of the following categories:

- *Certification of Domestic Violence, Dating Violence or Stalking.
- *In a Shelter or No Fixed, Regular or Adequate Nighttime Residence
- *Being Evicted or Losing Home Due to Foreclosure
- *Veteran
- *Disabled Under Age 62
- *Elderly Age 62+
- *Wheelchair, Hearing or Visual Impaired Unit

Verification of these preferences will be required in order to receive priority. Documentation must be in original form. The WLHA will work with agencies to come up with a new acceptable process and present the new policy to the Board of Commissioners for adoption.

On September 1, 2016 The process the WLHA had was that an applicant has a choice of either staying at the office to complete the application or they may take it home and return anyway they can. The office opened our doors at 9:00am and @ approximately 1:38pm the line was almost gone. The WLHA had applicants looking to stay for help filling out the application. The WLHA asked them to take a number to keep order so no one was fighting over who was in a line first with help filling out their application. This was very successful and we have no reported incidents or problems.

I can agree with the pictures on the news because that is what the line looked like outside our main door. Once the office door opened @ 9:00am everyone was able to enter the building and take an application to fill out at home or to stay at the office to receive help with completing the application. I do not agree with the Fox 61 News statement of applicants waiting in line for over 20 hours. On August 31, 2016 the WLHA staff was at the office from 8:00am until 9pm. There was no one waiting outside. Therefore, the statement of waiting over twenty hours is a complete lie.

The newspaper article in the JI stated that the WLHA had 50 Section 8 Apartments. That statement is not true. The WLHA doesn't have 50 Section 8 Apartments. Original the WLHA was looking to put 50 approved applicants on the section 8 waiting list. Being placed on the waiting list doesn't mean they would receive a Sec 8 Voucher immediately. The WLHA still has 18 families on the current waiting list. It will take approximately 1-2-3 years before those families receive help. The WLHA was looking to only put 50 applicants on the waiting list because it would take the applicants approximately 6+ years before they will receive help.

The majority of applicants chosen to stay in one of our three waiting rooms. I had personally had an opportunity to speak to every applicant walking in the door. The majority asked for help filling out the application because they were terrified that the application would be rejected because they mistakenly missed an area to fill out or mistakenly missed an area to sign. According to the applicants other HA have sent them rejected letters because they missed an area to fill out or didn't sign an area because they didn't understand the question. The majority were very grateful for us taking the time to review the application and copy any documents of identification to submit with the application.

The WLHA has not processed any applications and we are not date/time stamping them. There was a large sign outside that stated if you take a ticket this is your number in line to be seen by a staff member to assist with completing the application not your position number on the waiting list and that applications will be placed on the waiting list by a lottery system.

I feel that Sept 1, 2016 was a very successful and we have had an opportunity to assist everyone needing help with completing an application. We were able to answer questions about Section 8, able to inform the applicants that the State Security Deposit assistance has been discontinued and they will have to save for a security deposit. I can say that everyone I spoke to had no clue and was very concerned of how they will come up with the money. We have been able to help people get information about all the CT HA, and State programs that they were not aware about.

PUBLIC INPUT

Linda Cray, 124 Southwest Ave. Apt. S-23, Windsor Locks, CT 06096 spoke about the processing for housing, and the long wait for those in need.

Jaimie Mantie, Executive Director stated she felt that over 400 applications were distributed on 9/1/2016 Ms. Mantie wanted to thank Gisela Lugo for Spanish translation and grammar for letters and Joyce Welch and the other volunteers for their help with applicants.

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 8:45 P.M.

Respectfully Submitted,

Diane D. Allen, Recording Secretary

Attest: _____ (SEAL)
Jaimie Mantie, Executive Director