

MINUTES OF THE WINDSOR LOCKS HOUSING AUTHORITY

Monday, September 14, 2015  
120/124 Southwest Avenue

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

The Windsor Locks Housing Authority met in Regular Meeting Monday, September 14, 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 6:39 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**

Gayle McIntyre, 124 Southwest Ave. Apt. S-30, Windsor Locks, CT 06096  
Joan Vieira, 124 Southwest Ave. Apt. S-27, Windsor Locks, CT 06096  
Karen Mortensen, 124 Southwest Ave. Apt. S-36, Windsor Locks, CT 06096

**MINUTES**

William Hamilton, Commissioner, made a motion to approve the minutes of the Monday, June 1, 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. No word.

**NEW BUSINESS**

- Solar Project for 124 Southwest Ave. Jaimie Mantie, Executive Director reported she is finalizing the paperwork; they are scheduled to begin in 30 days. The project is without the generator. The solar panels will offset bills. Push buttons for four exit doors will be completed from our funds, not grant money. Steve Wawruck, Jr. had applied for a grant for the town garage and our generator, it was denied. Ms. Mantie will look into incentives from Eversource for the generator.

- Approved Chestnut Street Roofing Company. Jaimie Mantie, Executive Director reported one apartment cannot be rented until the roof is replaced. There are three bids. After a discussion on manufacture warranties, ply wood replacement/costs, costs, and labor warranties; the board asked Ms. Mantie to go back to the companies for more information and clarity of their bids. The roof replacement will be funded with capital funds. Discussion to continue.
- Distribution of 6/30/2015 Financials. Jaimie Mantie, Executive Director asked the board to review the reports and come back next month with questions.
- Open Position for Administrative Assistant. Jaimie Mantie, Executive Director stated there was a summer intern from the legal department of CCSU. She has advertised, the position will be for 19.5 hours. Nancy works 35 hours.
- Public Comment. N/A.
- Carl Philbrick, Chairman, asked to go to Executive Session at 7:09 P.M. for the discussion of Legal Matters, seconded by William Hamilton, Commissioner. Executive Session ended at 7:45 P.M.

**ADJOURNMENT**

There being no further business to come before the meeting, upon a motion by William Hamilton, Commissioner and seconded by Joyce Welch, Commissioner the meeting was adjourned at 7:46 P.M.

Respectfully Submitted,

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Diane D. Allen, Recording Secretary

Attest: \_\_\_\_\_ (SEAL)  
Jaimie Mantie, Executive Director