

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

Monday, April 3, 2017
120/124 Southwest Avenue

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

The Windsor Locks Housing Authority met in Regular Meeting Monday, April 3, 2017 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 6:38 P.M. by Carl Philbrick, Chairman.

ROLL CALL

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

Absent: William Hamilton, Commissioner.

PUBLIC

Linda Cray, 124 Southwest Ave., Apt. S-23, Windsor Locks, CT 06096.

MINUTES

Michael Jordan, Sr., Vice-Chairman, Commissioner, made a motion to approve the minutes of the Monday, March 6, 2017 Meeting, seconded by Joyce Welch, Tenant Commissioner, to approve the minutes as amended, said minutes were approved. Correction: under New Business, Review of WLHA By-Laws and CT Statues for Tenant Commissioners; change Statues to Statue.

PUBLIC INPUT

None.

UNFINISHED BUSINESS

- Open Tenant Board Member Position for Southwest Ave. Ms. Mantie, Executive Director stated she held a meeting with the residents of Southwest Ave. last month and explained the position. PHAD a state agency will be coming this month to hold the election for the WLHA. The tenant commissioner position must be filled by a registered Democrat or Independent party; then she will go to the selectmen for approval.

- Expiring lease with Town of Windsor Locks for 41 Oak Street. Ms. Mantie, Executive Director stated she has not heard anything and she would like the support of the board members for a response from the selectmen and the town.

The land is owned by the housing authority, the building is owned by the town. The town must maintain the property and hold the insurance. Tom Fahey researched all the paperwork in the past about the land and the building.

NEW BUSINESS

- Annual Election of Vice Chairman Position. Joyce Welch, Tenant Commissioner nominated Michael Jordan, Sr. as Vice Chairman, seconded by Ann Marie Claffey, Commissioner. The nomination was approved.
- Review of WLHA By-Laws and CT Statues for Tenant Commissioners. *Tabled.*
- Approve 2017 HUD Annual Plan. Jaimie Mantie, Executive Director stated she expects the 2017 Annual Capital Fund Program Grant to be \$75,000. The grant must be obligated to be done in two years. The roof at Grove Street needs to be replaced and with the past two years' funds, there are enough funds to do the project. She stated we could use capital funds, but we have many other projects waiting. Chestnut Street roof was replaced recently. Other projects include: ADA driveway upgrades/parking, sidewalks, dumpster enclosure, retaining wall repairs, replace chain link fence, install drop down ceiling on first floor units/Chestnut Hill, ramp repairs, overhang door extensions, energy cost savings measures motion lights/solar/emergency lights, change Chestnut Street unit's utilities to tenant paid, common hallway heating upgrades, and repair bathroom heaters. Ms. Mantie reported she filled out paperwork with Eversource for a grant for replacing the lighting with LED bulbs. In addition, they may have opportunities for grants or financing new heating/energy efficiency products. Michael Jordan, Sr., Vice Chairman, Commissioner made a motion to approve the 2017 Annual Plan as submitted, seconded by Ann Marie Claffey, Commissioner; the motion was approved.
- Adopt Smoke Free Housing Policy. Jaimie Mantie, Executive Director stated about a year ago she sent out flyers to residents about the Smoke Free Housing Policy. She sent out a survey about two years ago to residents about Smoke Free Housing. On November 30, 2016 HUD sent out a notice to all HA's that public housing developments in the US will now be required to provide a smoke-free environment for their residents. Public Housing Agencies are to implement required smoke free policies over the next 18 months. Discussion included smoking of cigarettes, cigars, pipes, medical marijuana, vapors, huka's, and chewing tobacco. The policy will include smoke free areas as living units, indoor common areas, administrative offices, and all outdoor areas within 25 feet of

housing and administrative office buildings. Our present nonsmoking policy is for common areas. Violations will include verbal warnings, written warnings, fees, and eviction notices. Ms. Mantie stated the residents must remember this is federal housing and policies are to be followed as directed; smoking will not be allowed. New residents have been informed of the upcoming new policy. Ms. Mantie will have several variations of the Smoke Free Policy for the board to vote and adopt at next month's meeting.

PUBLIC INPUT

Linda Cray, 124 Southwest Ave., Apt. S-23, Windsor Locks, CT 06096, stated the non-smoking policy is to protect the safety of the residents.

Carl Philbrick, Chairman added it is also for the comfort of the residents.

ADJOURNMENT

There being no further business to come before the meeting, upon a motion by Michael Jordan, Sr., Vice-Chairman, Commissioner, and seconded by Ann Marie Claffey, Commissioner, the meeting was adjourned at 7:21 P.M.

Respectfully Submitted,

Diane D. Allen, Recording Secretary

Attest: _____ (SEAL)
Jaimie Mantie, Executive Director