

# WINDSOR LOCKS HOUSING AUTHORITY

120 SOUTHWEST AVENUE

WINDSOR LOCKS, CT 06096

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## MINUTES OF THE WINDSOR LOCKS HOUSING AUTHORITY

Monday, February 6, 2017  
120/124 Southwest Avenue

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

The Windsor Locks Housing Authority met in Regular Meeting Monday, February 6, 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 6:35 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

None.

### MINUTES

Michael Jordan, Sr. Vice-Chairman, Commissioner, made a motion to approve the minutes of the Monday, December 5, 2016 Meeting, seconded by William Hamilton, Commissioner, to approve the minutes as mailed, said minutes were approved. Michael Jordan, Sr. Vice-Chairman, Commissioner, made a motion to approve the minutes of the Wednesday, December 21, 2016 Special Meeting, seconded by William Hamilton, Commissioner, to approve the minutes as mailed, said minutes were approved with the following correction: under Matters Voted on During Executive Session; change Employees to Employee's.

### PUBLIC INPUT

None.

### UNFINISHED BUSINESS

- Open Board of Commission Position. Jaimie Mantie, Executive Director stated she has mentioned the open position to the First Selectman.

- Open Tenant Board Member Position for Southwest Ave. Ms. Mantie, Executive Director stated she will hold a meeting with the residents this month to explain the position, then she will bring in a private independent housing agency. They will hold a meeting with the residents, explain the Southwest Ave. position, hold a vote; then she will go to the selectmen for approval.
- Solar project for Grove St. and Chestnut St. apartments. Jaimie Mantie, Executive Director reported she is working on the proposals for Grove St. and Chestnut Street. Chestnut Street has a newer roof. Grove Street roofs would need to be replaced, she will use capital funds from HUD. She has a remaining balance in the HUD capital accounts: \$65,461 from 2015, and \$75,767 from 2016. Grove Street and Chestnut Street apartment utilities are paid by WLHA. Southwest Ave. apartments have individual heating bills. Southwest Ave. solar project was done by CHFA, thru Green Bank. Green Bank feels Grove Street and Chestnut Street would not be beneficial for a solar project. Ms. Mantie will look into other organizations for the solar project, and see if we could get financing with Green Bank. The board would like to see individual heater units at Chestnut Street. There are gas heaters for the hallways, so there is a possibility of converting the apartment heaters from electric to gas. Carl Philbrick, Chairman asked for an energy audit and feasibility study at Chestnut Street, to see what could be done to benefit the residents and WLHA.
- Expiring lease with Town of Windsor Locks for 41 Oak Street. Ms. Mantie, Executive Director stated she gave the new lease to the Selectmen to review and return. She has not received the lease back and will contact him to follow up. Ms. Mantie, Executive Director explained there is no money being exchanged between the HA and the Town for use of the land. The board discussed the need for more housing in Windsor Locks. Ms. Mantie, Executive Director stated there could be possible housing in the senior center if it was ever to relocate or become vacant. She said the HA already has equity in the land and the complex has elevators. It would be used for more senior housing.

## **NEW BUSINESS**

- Update on Fire at Chestnut Hill Apartments. Jaimie Mantie, Executive Director reported the claim is now in the hands of the insurance company. The resident signed a paper stating that it was her fault, and it was given to the insurance company. The costs for the renovation of the apartment, hallway, hotel, food, and cleaning, is over \$80,000, Ms. Mantie is looking into reimbursement as instructed at the last board meeting; the tenant did not have renter's insurance.
- Update on Fire Drills for all complexes. Ms. Mantie, Executive Director reported she wants to hold a meeting with the Fire Marshall and residents. A drill at Southwest Ave. would be easy to hold. For Chestnut St. and Grove St. she could use the Senior Center as a holding area to meet with residents,

but would those residents attend. Ms. Mantie would like to have residents sign a form that they are required to attend a drill, and leave the building when the alarms go off. She will look into insurance and release for fire drills to be added to new policy. Some HA require renter's insurance. Ms. Mantie would like to see changes to the lease to include renter's insurance. She will look into fines, if residents do not leave during a drill, or when alarms go off.

- 2016 Annual Audit. Ms. Mantie reported we passed. The audit was done by Dooley & Vicars.
- Update on Southwest Ave. Handicap ADA door project. Ms. Mantie reported the door project will start in April 2017.
- Update on Section 8 Waiting List. Ms. Mantie reported there were a total of 2323 applications. A lottery was conducted by the HA software company, there is a video recording of the lottery showing the HA staff did not conduct the lottery and multiple reports showing all the applications submitted, applications selected and not selected. Jaimie Mantie, Executive Director explained that she present Carl Philbrick, Chairman idea of conducting the lottery to HUD/FH and they explained the process was not feasible and could be seen as discriminatory and she must conduct the lottery as the normal process the HA currently uses. Carl Philbrick, Chairman stated to Jaimie Mantie "that was a mistake contacting them and asking." Jaimie Mantie, Executive Director stated if she did not ask, then the HA could have been potentially sued. Jaimie Mantie, Executive Director stated that the HA must follow HUD's laws, rules and regulations. Jaimie Mantie, Executive Director said the first 150 were put on a waiting list, the rest were listed as inactive. The 150 have a waiting period of 2 to 31 years. Letters were mailed to all the applicants that applied. The letter notified them if they were placed on the waiting list or not.
- Carl Philbrick, Chairman asked Jaimie Mantie, Executive Director to send a letter to the Secretary of HUD, asking them to reconsider their methods for accepting applications. Jaimie Mantie, Executive Director stated she would put in the letter asking to allow small HA to limit the amount of applications distributed and accepted. She would like to be able at times limiting the type of applications being distributed and accepted to target, homeless, domestic violence, living on the street, disabled, veterans, elderly, etc. A copy of the accepted waiting list letter will be attached to the letter to the Secretary of HUD.

## **PUBLIC INPUT**

None.

**EXECUTIVE SESSION**

Michael Jordan, Sr. Vice-Chairman, Commissioner made a motion to go to Executive Session at 7:35 P.M. for the discussion of legal matters concerning CHRO complaint, and employee matters concerning FMLA, seconded by Joyce Welch, Tenant Commissioner. Executive Session ended at 7:58 P.M.

**ADJOURNMENT**

There being no further business to come before the meeting, upon a motion by Michael Jordan, Sr., Vice-Chairman, Commissioner, and seconded by Joyce Welch, Tenant Commissioner, the meeting was adjourned at 7:59 P.M.

Respectfully Submitted,

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Diane D. Allen, Recording Secretary

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