

# 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, March 6, 2017  
120/124 Southwest Avenue

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

The Windsor Locks Housing Authority met in Regular Meeting Monday, March 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 6:33 P.M. by Michael Jordan, Sr. Vice-Chairman, Commissioner.

### ROLL CALL

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

Absent: Carl Philbrick, Chairman.

### PUBLIC

Thomas Gregory, representative from CT Green Bank.

### MINUTES

William Hamilton, Commissioner, made a motion to approve the minutes of the Monday, February 6, 2017 Meeting, seconded by Joyce Welch, Tenant Commissioner, to approve the minutes as mailed, said minutes were approved. Ann Marie Claffey, Commissioner abstained.

### PUBLIC INPUT

None.

### UNFINISHED BUSINESS

- Open Tenant Board Member Position for Southwest Ave. Ms. Mantie, Executive Director stated she will hold a meeting with the residents on March 23, 2017, to explain the position. Then she will bring in PHAD a state agency to hold the election for the HA. The tenant commissioner position must be filled by a registered Democrat; 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 from the selectmen.

### NEW BUSINESS

- Welcome to Ann Marie Claffey to the Board of Commissioners. She is the Executive Director of the Senior Center.
- Update on Southwest Ave. Handicap ADA door project. Ms. Mantie reported the door project started today and should take seven business days. It includes all main entrance doors, the door to the garbage area, and laundry room has a door assist system. It does not include the two back doors of the building that lead to the grass.
- CT Green Bank concerning Solar for Grove/Chestnut. Thomas Gregory of CT Green Bank reported the three buildings at Grove Street would benefit combining a solar with battery back-up system. CT Green Bank has new funds/grants available. An economic feasibility study needs to be done to measure the daily demand. There is no cost for the study. The test meter would be in the same area as the present meter. Grove Street needs a new roof, patching has been done for problem areas and leaks. Solar Panels need to be installed at least at a 20% angle for snow to slide off. Chestnut Street does not have enough area for a solar system. The delay problems with the installation at Southwest was with the warranty inspections for the roof. The warranty inspectors insisted that certain materials be used from the roofing manufacturer. Southwest could get a battery back-up system. Mr. Gregory reported that for the past 6 months, Southwest has saved about \$1800, around 25 percent.  
William Hamilton, Commissioner made a motion to proceed with the test on economic feasibility at the Grove Street apartment buildings, seconded by Joyce Welch, Tenant Commissioner; the motion was approved.
- Update on HUD notice concerning the Section 8 Waiting List for all HA. Ms. Mantie reported on an email to all HA from the Director of HUD in Hartford. Because other local HA have been opening their section 8 waiting lists and then being contacted by Fair Housing for possible violations or discriminations. Ms. Mantie stated that other HA are having problems with their waiting lists opening and it was not just us. HUD is now requiring all HA must now notify HUD before opening their waiting list. Ms. Mantie stated that the last-minute changes to the Section 8 waiting list was a demand and the HA must comply. There was a total of 2323 applications. A lottery was conducted by a software company, there is a video recording. The first 150 were put on a waiting list, the rest were listed was inactive. The 150 have a waiting period of 2 to 31 years. Reports were requested to see a list of all the applicants before the lottery then a list showing what the lottery numbers were for each applicant active and inactive.

- Review of WLHA By-Laws and CT Statues for Tenant Commissioners. Ms. Mantie, Executive Director reported the last time the By-Laws were updated was in 2005. There is a need for changes in the wording of several areas. The Statute under the State of CT, Chapter 128, Act of Tenant Commissioner; there needs to be one Federal and one State Tenant Commissioner. The Statute states of the six commissioners, up to four members can be of the same political party. For voting, with six members, four are needed for a quorum; if only five members, then three are needed for a quorum. Under executive session, two thirds must vote to go to executive session, and all voting be done in public. The HA can enact an eminent domain under one of the Statute. All of this can be viewed on-line. Ms. Mantie stated the policy must state Tenant Commissioners are not allowed to vote on matters concerning the building they live in.
- The April Meeting is our annual meeting, a vote will be done on the Vice-Chairman position.
- Ms. Mantie reported she will include the commissioners on the NAHRO and CONN email list for Housing Authorities from congress, to keep them updated on what congress is acting on.
- Ms. Mantie reported HUD has mandated all HA to go non-smoking as of February 2017. HA have 18 months to enforce the policy. It is mandated that smoking must be 20 feet away from the building. A discussion of a non-smoking policy will be discussed next month.

**PUBLIC INPUT**

None.

**ADJOURNMENT**

There being no further business to come before the meeting, upon a motion by William Hamilton, Commissioner, and seconded by Joyce Welch, Tenant Commissioner, the meeting was adjourned at 7:35 P.M.

Respectfully Submitted,

\_\_\_\_\_  
Diane D. Allen, Recording Secretary

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