

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

Monday, November 7, 2016
120/124 Southwest Avenue

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

The Windsor Locks Housing Authority met in Regular Meeting Monday, November 7, 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 6:56 P.M. by Carl Philbrick, Chairman.

ROLL CALL

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

Absent: William Hamilton, Commissioner.

PUBLIC

None.

MINUTES

Michael Jordan, Sr. Vice-Chairman, Commissioner, made a motion to approve the minutes of the Monday, September 12, 2016 Meeting, seconded by Joyce Welch, Tenant Commissioner, to approve the minutes as amended, said minutes were approved as amended. Under Unfinished Business change democratic to Democrat, and change republican to Republican.

PUBLIC INPUT

None.

UNFINISHED BUSINESS

- Open Board of Commissioner Democratic Position. Ms. Mantie, Executive Director stated she will spoke with First Selectman, Chris Kervick and was asked to review policies, and rules from State and HUD on number of Democrat and Republican board members for the board position. She will schedule a meeting with him to discuss the position and her findings.

NEW BUSINESS

- Open Tenant Board Member Position for Southwest Ave. Ms. Mantie, Executive Director stated Tenant Commissioner Jennise Matyskiela passed away. Under the State process she must hire an independent agency. They will hold a meeting with residents, explain the Southwest Ave. tenant commissioner position, hold a vote, then go to the selectmen for approval.
- Approve Southwest Ave. project for ADA/Handicap push buttons. Ms. Mantie, Executive Director reported there are four bids. Stanley Access Tech was used for Grove Street and they worked out well. There is a total of six doors for the Automatic/ADA project.

Areas that will have Automatic/ADA Doors:

1. WLHA Main Office Door - Key access required during the night/weekends.
2. Swest Ave. Community Room/WLHA Office Door- Key access required 24-7.
3. Swest Ave. Main Entrance - Door 1. No key access required.
4. Swest Ave. Main Entrance - Door 2. Key access required 24-7.
5. Swest Ave. South Wing Door – Key access required 24-7.
6. Swest Ave. Dumpster Door – Key access required 24-7.

Extra Saving

1. North Wing Laundry Room.
2. South Wing Laundry Room.

The doors will have Magic Access Light Duty Power Assist Door System. A soon as a resident pushes the door it will automatically open/close.

BIDS

1. **STANLEY ACCESS TECH.** * Used for Grove Street*
One (1) door (both sides) \$ 2,830.00
Total \$16,980.00
2. **Automatic Door Doctor**
One (1) door (both sides) \$1,900.00
Total \$11,400.00
3. **Facility Services**
One (1) door (both sides) \$ 2,579.00
Total \$ 15,474.00

Electrical - J.H. Lapierre, JR & Sons, LLC \$ 2,000.00

Michael Jordan, Sr., Vice-Chairman, Commissioner made a motion to approve the Southwest Ave. project for ADA/Handicap Push Button Doors to Stanley Access Tech. for \$16,980, seconded by Joyce Welch, Tenant Commissioner. The motion passed. The project will start in 4 to 6 weeks.

- Update on Solar Project for Grove St. and Chestnut St. apartments. Jaimie Mantie, Executive Director reported the Southwest Ave. project is done and is now working, she waiting for the November bill to see the benefits. She has turned in the light bill for Grove and Chestnut Street for review and is waiting to hear, there may be upfront costs. The state helped with the Southwest Ave. project. Chestnut Street has a new roof. Grove Street roof would need to be replaced. Ms. Mantie reported she had a company come out and count all light bulbs in all five buildings. They will replace all bulbs with a LED bulb, and help fill out paperwork from Eversource to pay for the lights. She is still collecting data.
- Update on expiring lease with Town of Windsor Locks for 41 Oak St. Ms. Mantie, Executive Director stated she will schedule a meeting with First Selectman, Chris Kervick to discuss the lease and the open board member position.
- Executive Director attendance to Town Meeting about Montgomery building. Ms. Mantie, Executive Director reported she attended the town meeting. There will be 162, two and three bedroom apartments, tall ceilings, parking on side. Sixteen apartments will be subsidized.
- Executive Director attendance to Town Meeting about Main Street project. Ms., Mantie, Executive Director reported she attended the town meeting, and the DOT wanted feedback from residents and business owners. She was told to consider DOT funds for looking for expansion.
- Reopening of Section 8 Opening Waiting List on 10/21/2016-10/28/2016. Jaimie Mantie, Executive Director reported that she was required to hold an open application for the Waiting List. She has distributed approximately 1,000 applications and is looking to add 150 people to the Waiting List. Under HUD and Fair Housing all applications must be put into a computer based system and have a lottery choosing 150 applicants to be placed on the waiting list. All applicates not selected by the lottery must receive a letter stating they were not chosen for the waiting list. Discussion of the hundreds of hours of work load this has produced. This is a huge administrative burden to have to input all the information into the computer. The board advised Ms. Mantie to number all applications 1 to 1,000 run a software program to generate a lottery number for the number of applications received. Then produce a list of the first 150 for the Waiting List. The 150 will be considered active, the remaining 850 will be inactive.

There is no priority given to applicates, all inactive applications will be kept in boxes. Carl Philbrick, Chairman asked Ms. Mantie to keep a journal of all the steps she took to produce the Waiting List. The board asked her to find out about funding from HUD and Fair Housing about the financial administrative burden.

- Michael Jordan, Sr. Vice-Chairman, Commissioner made a motion to go to Executive Session at 8:01 P.M. for the discussion of legal matters concerning CHRO complaint, seconded by Joyce Welch, Tenant Commissioner. Executive Session ended at 8:40 P.M.

PUBLIC INPUT

None.

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 8:41 P.M.

Respectfully Submitted,

Diane D. Allen, Recording Secretary

Attest: _____ (SEAL)
Jaimie Mantie, Executive Director