

HOUSING AUTHORITY OF THE TOWN OF WETHERSFIELD
MINUTES – ANNUAL MEETING
September 14, 2015

The Regular Meeting of the Board of Commissioners of the Housing Authority of the Town of Wethersfield was called to order at 6:30 p.m.

Commissioners Present:	George Kelly Samuel Spratlin Michael Wrona Levi Ofori
Commissioners Absent:	Stephen Kirsche
Others Present:	Cathy K. Forcier, Executive Director

Approval of Minutes:

Commissioner Spratlin moved to approve the minutes of July 27, 2015; seconded by Commissioner Wrona. Commissioner Wrona abstained; all other Commissioners voted in favor. So moved.

Public Hearing: Tenant Based Assistance Annual Plan for January 1, 2016

Communications:

Bradley, Foster & Sargent – July 31, 2015 and August 31, 2015

Executive Director's Report:

The Executive Director presented the following reports to the Commission: Maintenance, Finance, Tenant Selection and a Personal Report.

Commissioner Wrona moved to approve the bills list for July and August; seconded by Commissioner Spratlin. All Commissioners voted in favor. So moved.

Unfinished Business:

Updates.

2014 CHAMP 6 APPLICATION: Westfield Heights. Work commenced on roof replacement in August. The ordering of windows was delayed due to issues with the original construction. These have been satisfactorily resolved with a change order of \$47,727.88. Issues with the insulation and abatement contractors were resolved. Most submittals have been approved without issue. Loan documents were sent to the WHA attorney for review. We await a proposal for a perimeter survey. Closing with DOH should occur in September.

CDBG Application. James Devlin Rehabilitation Project. In late July a phone call was received from the town manager notifying the WHA that the application for CDBG funding had been approved. It will take a few months to get an assistance agreement from DOH on this and then we will go out to bid for contractors. Work will likely commence in the late winter/spring.

Solar Heat. The WHA attorney is waiting on the final documents for a final review. 64 Solar's next step is for an engineer to come out to verify weight loads.

501(c)3 Status Update. The 1023 filing to the IRS was mailed on August 4, 2015. Registration has been done with the state DRS.

New Business:

Annual Report. The report was in the packet.

Election of Officers 2016. Commissioner Wrona moved to have the same slate of officers in 2016; seconded by Commissioner Spratlin. All Commissioners voted in favor. So moved.

Meeting Dates/Times 2016. Commissioner Ofori moved to approve the current meeting dates and times for 2016; seconded by Commissioner Spratlin. All Commissioners voted in favor. So moved.

Write Off of Uncollectible Accounts 2013. Commissioner Wrona moved to approve writing off the accounts as presented; seconded by Commissioner Spratlin. All Commissioners voted in favor. So moved.

Draft Repayment Agreement Policy. Discussion was held. A revision will be presented at the October meeting.

Signature Cards for New Bank Account for Westfield Heights' Rehabilitation Project. Ms. Forcier explained the need for the new account is for state funds to be wired into.

Discussion on Use of Community Room. Activities were proposed by the town social services. Discussion was held. This raises issues the board has looked at before and there continue to be liability issues. Individual proposals received may be evaluated.

Discussion on Rent Increases. Worksheets showing the added income from various base rent increases were presented. A tenant meeting will be held in December or January.

Public Comment:

One tenant asked why the community room is no longer available for rentals for parties.

Commissioners' Comment:

Commissioner Ofori requested a resource guide be provided to new tenants upon move in. She also asked about liability during the construction project.

Commissioner Ofori moved to add an Executive Session to the agenda to discuss collective bargaining related issues; seconded by Commissioner Spratlin. All Commissioners present voted in favor; so moved.

Commissioner Wrona moved to enter Executive Session to discuss collective bargaining related issues; seconded by Commissioner Ofori. All Commissioners present voted in favor; so moved.

The board came out of Executive session at 8:15 p.m.

Adjournment:

Commissioner Spratlin moved to adjourn the meeting; seconded by Commissioner Wrona. All Commissioners present voted in favor; so moved. The meeting was adjourned at 8:15 p.m.

Respectfully submitted,

Cathy K. Forcier
Secretary/Executive Director

