

**HOUSING AUTHORITY OF THE TOWN OF WETHERSFIELD**  
**MINUTES – REGULAR MEETING**  
**April 11, 2016**

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 Stephen Kirsche Levi Ofori
Commissioners Absent:	none
Others Present:	Cathy K. Forcier, Executive Director Donna Hemman, Town Council Liaison Jay Rice, Westfield Height's resident

Approval of Minutes:

Commissioner Wrona moved to approve the minutes of March 14, 2016; seconded by Commissioner Spratlin. Commissioner Kirsche abstained. All other Commissioners voted in favor. So moved.

Communications:

Bradley, Foster & Sargent – March 31, 2016

Executive Director's Report:

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

Commissioner Kirsche moved to approve the bills list for April; seconded by Commissioner Wrona. All Commissioners voted in favor. So moved.

Unfinished Business:

Updates.

2015 CHAMP 6: Westfield Heights. Progress on the renovation project as of 4/6/16: 70 of 72 buildings have siding and windows installed. All 132 units have furnaces, 132 units have bath fans, 71 units have had the kitchens abated and new flooring, cabinets, counters, sinks, faucets and exhaust fans installed. 71 units have had bath floors abated and new flooring, tubs, surrounds, toilets, sinks and faucets installed. 131 units have new

hot water heaters. 132 units have new smoke detectors. All attics and walls and 52 basements have new insulation.

As of 4/4/16 no payments have been issued to the GC from DOH. After the DOH staff reviewed the payment requisitions and sent them up to the business office at DECD the WHA was contacted saying something was wrong with the ACH account (set up over six months ago). This has been resolved but no payments have been received. Another payment requisition was sent up on 4/6/16. Approximately \$3 million is due to be paid.

UI is still processing a progress payment on the energy rebates. A status was requested on 4/4/16.

CDBG Application. James Devlin Rehabilitation Project. This project was advertised on 3/31/16 and a mandatory walk-through with contractors was done on 4/4/16. Bids are due on 5/3/16. At that point interviews will be held with the lowest three bidders.

Solar Heat. Installation is complete at 47 Lancaster and at 60 Lancaster. They are working at the Fuller Apartments and then will finish with the Boardman Terrace installation. None are operational as Eversource has to sign off on the installation and allow final hookup.

#### New Business:

PILOT for MR. The housing authority requested the WHA pay \$8,000 in PILOT for the MR property for the 2016/2017 fiscal year. We have not received a response on this yet. Note there is a bill in the legislature that would extend the “moratorium” on housing authorities having to pay for two years.

Quarterly Police Report of Activity. Ms. Forcier reviewed the report in the meeting packet.

Clarification on Terms of Executive Bonus 2015. The board authorized this \$2000 bonus as an incentive for the Executive Director to go to a housing conference that would benefit the WHA that might be a further distance away. The bonus would be used to extend the stay in the area.

#### Public Comment:

none

#### Commissioners' Comment:

Commissioner Ofori reported on a complaint from a tenant at the Highvue Terrace property and on the noise the children were making on Saturday while playing around the storage containers

and equipment. She reported her daughter called the police. She also reported that tree removal contractors laughed at a tenant who was concerned about squirrels. Ms. Forcier agreed that that should not have occurred but also reported that the tenant had mistreated the contractor, the maintenance crew leader and herself.

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 7:45 p.m.

Respectfully submitted,

Cathy K. Forcier  
Secretary/Executive Director

