

HOUSING AUTHORITY OF THE TOWN OF WETHERSFIELD
MINUTES – REGULAR MEETING
June 13, 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
 Michael Wrona
 Stephen Kirsche
 Levi Ofori
 Samuel Spratlin

Commissioners Absent:

Others Present: Cathy K. Forcier, Executive Director
 Donna Hemman, Town Liaison
 Susan Sullivan, Devlin resident

Approval of Minutes:

Commissioner Wrona moved to approve the minutes of May 9, 2016; seconded by Commissioner Spratlin. Commissioners Ofori and Spratlin abstained. All other Commissioners voted in favor. So moved.

Communications:

Bradley, Foster & Sargent – May 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 May; seconded by Commissioner Wrona. All Commissioners voted in favor. So moved.

Unfinished Business:

Updates.

2015 CHAMP 6: Westfield Heights. Ms. Forcier reported on the progress on the renovation project as of 6/9/2016: 73 of 73 buildings have siding, gutters and windows installed. All 132 units have furnaces, 132 units have bath fans, 125 units have had the kitchens abated and new flooring, cabinets, counters, sinks, faucets and exhaust fans installed. 125 units have had bath floors abated and new flooring, tubs, surrounds, toilets, sinks and faucets installed. 132 of 132 units have new hot water heaters. 132 units have new smoke detectors. All attics and walls and all but 59 basements have new insulation. 130 units have had basement windows replaced, all but the

building with the handicap accessible units, which has no basement. 73 porches have been completed. 141 units have entry doors installed and 141 have storm doors. Replacement of lateral pipes has been completed. Stoop repairs are approximately 30% complete. 80% of shutter have been installed. Paving has not begun. We negotiated to add back into the scope the replacement of all interior doors, medicine cabinets and siding on the 9 buildings that originally weren't going to be done. There is an issue to work out regarding the medicine cabinets in the 1 bedroom units.

A progress payment of \$327,963.60 was received from UI. Eversource provided \$27,300 to date for furnace fans.

Eversource and CRT will replace all interior and exterior lighting as part of a cost sharing program. The WHA is waiting on Eversource to recalculate savings on the lighting portion of this project due to the change allowing LEDs to be used and to provide an addendum to the LOI.

CDBG Application. James Devlin Rehabilitation Project. Due to only receiving 2 bids on the project a request was submitted to DOH asking for a waiver from the 3 bid requirement. The waiver was approved and contracts will be signed on June 14, 2016 with BRD Builders, the low bidder.

Solar Heat. The installers are now finished with the installation. Two buildings have obtained approval from Eversource for hooking the system up to the grid; we're waiting on 2 others.

PILOT for MR. Discussion was held regarding the approved legislation requiring the town to waive payment of PILOT on the MR property through the year ending June 30, 2016. Discussion was also held regarding making payments and negotiating a cooperation agreement on the property.

GASB 68 Requirements and MERS. MERS has not provided data yet as needed to comply with GASB 68. The audit submission is due June 30, 2016. We can request two 30-day extensions pushing the deadline to the end of August. We've requested and been approved for the first.

Legislative Action. Legislation passed on the security deposit bill, the bedbug bill and a bill requiring a study on hoarding. It appears the study of the elderly/disabled issue has failed, as written.

New Business:

Workplace Violence Policy. Commissioner Kirsche moved to approve the policy labeled Workplace and Domestic Violence; seconded by Commissioner Spratlin. All Commissioners voted in favor. So moved.

Rent Receipts Policy. In an effort to minimize interruptions for the Tenant Accounts' Clerk there will be a new procedure for rent collections beginning July 1. Rents will be accepted in the mail or in the box outside the administration building. Receipts will be available after the 15th, upon request.

Policy Clarification. Clarification was received regarding request has been made by an employee to have individual unpaid days off not due to health/sickness/emergency reasons. This employee has 4 hours personal time on the books and will not have use of vacation time until a month after the requested 2 days. This is not addressed in either the employee handbook or the union contract. Historically, it appears there has been precedence but only for medical reasons.

Medical Insurance Renewal. Rates for renewal and other options are in your packet for medical, dental, life and disability coverages. Commissioner Kirsche moved to approve the renewal of medical insurance as presented; seconded by Commissioner Wrona. All Commissioners voted in favor. So moved.

Discussion on MERS. Included in your packet is information on how much the WHA pays and how much the employees pay per month as well as the language in the employee handbook and union contract. Discussion was held regarding the high cost of the plan and what alternatives might be available.

Public Comment:

Ms. Sullivan requested something be done about the alarm going off in the administration building annoying her when doing laundry. She also spoke of the "hard rock" music playing loudly. Ms. Forcier confirmed the alarm system has had a large number of supervisory or trouble alarms and the WHA continues to try to have the alarm company remedy this problem. She also reported the music has been monitored recently and is not "hard rock" music but 100.5.

Commissioners' Comment:

None

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 8:40 p.m.

Respectfully submitted,

Cathy K. Forcier
Secretary/Executive Director

