

HOUSING AUTHORITY OF THE TOWN OF WETHERSFIELD
MINUTES – REGULAR MEETING
November 14, 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 Mary Pelletier Levi Ofori
Commissioners Absent:	none
Others Present:	Cathy K. Forcier, Executive Director Donna Hemman, Town Liaison Susan Sullivan, Devlin resident Elizabeth Smith, Devlin resident

Approval of Minutes:

Commissioner Ofori moved to approve the minutes of October 17, 2016 as amended; seconded by Commissioner Pelletier. All Commissioners voted in favor. So moved.

Communications:

Bradley, Foster & Sargent – October 31, 2016

Commissioner Wrona moved to include Public Comments on the agenda after Communications; seconded by Commissioner Pelletier. All Commissioners voted in favor. So moved.

Communications:

Ms. Smith stated the renovations are coming along and that they are anxious to have them done. She said it's gone fairly smoothly. She asked if when the new doors are installed if that would correct her issue with her front door. She said she was concerned that a resident took a shower and paint came off the door. She was told about the painters doing touch up and the punch list at the end of the project.

Ms. Sullivan said she requested alarm information and received inconsistent data. She asked how often payment is made and if there was a location that repeatedly had issues. The Chair told her to ask office staff as the board's duties don't include involvement with the day to day operations.

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 October; seconded by Commissioner Wrona. All Commissioners voted in favor. So moved.

Unfinished Business:

Updates.

2015 CHAMP 6: Westfield Heights. This renovation project is moving toward completion. The remaining items include interior doors and lighting. Lighting installation began on November 7, 2016. A determination of how many sump pumps may be installed is dependent on a pending change order for a larger electrical box to install exterior lighting.

CDBG Funding. James Devlin Rehabilitation Project. The following has been completed: 49 kitchen cabinets/counters/sinks/faucets/hood fans, 7 bath accessories, 10 vinyl plank flooring, 42 units painted, 22 VCT bathroom floors, 22 toilets, 48 closet doors, 50 h/w heaters, 45 lavatory sinks, 0 tub glazing and 1 exterior door (mock up).

PILOT for MR. Commissioner Kirsche moved to approve of the Cooperation Agreement as presented; seconded by Commissioner Pelletier. All Commissioners voted in favor. So moved. The Chairman will present this agreement to the town manager for review.

Capitalization Policy. Commissioner Wrona moved to approve of the Capitalization policy as presented; seconded by Commissioner Pelletier. All Commissioners voted in favor. So moved.

New Business:

Quarterly Police Activity Report – The report was included in the packet for review.

Hire of Tenant Accounts Clerk. Ms. Forcier reported an offer was made to an applicant with eleven years housing experience with a private property management company involved with USDA and HUD programs, subject to a successful physical exam. Her start date is November 28, 2016

Employee Evaluations. Ms. Forcier reported that staff evaluations were complete but not yet presented to staff. She reported that all current staff perform their jobs well.

Commissioners' Comment:

none

Adjournment:

Commissioner Wrona moved to adjourn the meeting; seconded by Commissioner Kirsche. All Commissioners present voted in favor; so moved. The meeting was adjourned at 7:40 p.m.

Respectfully submitted,

Cathy K. Forcier
Secretary/Executive Director

