

**HOUSING AUTHORITY OF THE TOWN OF WETHERSFIELD**  
**MINUTES – ANNUAL MEETING**  
**September 19, 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 Stephen Kirsche Levi Ofori Mary Pelletier
Commissioners Absent:	Michael Wrona
Others Present:	Cathy K. Forcier, Executive Director Susan Sullivan, Devlin resident

Public Hearing: Tenant Based Assistance Annual Plan for January 1, 2017. The plan was presented by Maria Stoute of Imagineers.

Approval of Minutes:

Commissioner Kirsche moved to approve the minutes of June 13, 2016; seconded by Commissioner Ofori. Commissioners Pelletier abstained. All other Commissioners voted in favor. So moved.

Communications:

Bradley, Foster & Sargent – June 30, July 31 and August 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 June, July and August; seconded by Commissioner Pelletier. All Commissioners voted in favor. So moved.

Unfinished Business:

Updates.

2015 CHAMP 6: Westfield Heights. As of September 7, 2016 the following are 100% complete: roofs, siding, windows, porches, basement windows, entrance doors, storms doors, stoop renovations, shutters, gutters, asbestos abatement, kitchen and bathroom floors, kitchen cabinets, counters, sinks, exhaust fans, bathroom tubs/surrounds, toilets,

sinks, faucets and exhaust fans. All attics, walls and basements have been insulated. 20% of 54 units' closets doors are complete. 25 of 132 units' interior doors are complete. 2 of 132 medicine cabinets are complete. 0 sump pumps are complete. Paving will be done shortly. Interior lighting will start in September.

CDBG Application. James Devlin Rehabilitation Project. A meeting was held on September 14, 2016 with residents to allow them to ask the contractor logistical questions. The project will start by September 26, 2016.

Solar Heat. The solar heat panel installation is complete and they were connected to the Eversource grid in early July.

PILOT for MR. Discussion was held regarding negotiating a long term agreement with the town

GASB 68 Requirements and MERS. MERS has provided the data needed to comply with GASB 68. The audit submission was due June 30, 2016. The WHA requested two 30-day extensions to provide the auditing firm sufficient time to complete the audit.

#### New Business:

Re-appointment/Resignation of Commissioner Spratlin.

Appointment of Mary Pelletier as new Commissioner.

Quarterly Police Activity Report – April to June. Included in the packet is the activity on housing authority property.

Affirmatively Furthering Fair Housing. HUD has issued new regulations requiring every housing authority that receives/received federal funds to create an Affirmatively Furthering Fair Housing Plan, estimated at 300-600 hours of work. It appears that a consultant will be required to complete this immense project that not only includes housing information but job, transportation, opportunities, etc. Municipalities that are entitlement communities are also required to complete this process. It is estimated to cost \$15,000-25,000 for a contractor. Section 8 funds will be used for this expense.

Employee Health Insurance Company. Healthy CT was approved as the state plan but was also available for group plans. Under the state plan a large sum (\$13.4 million) was loaned to Healthy CT and, since Healthy CT is a new company, is not in a position to pay back that sum as was agreed. If they remain unable the WHA will not be able to renew with them in July 2017. They are the only company offering the coverage we currently have. If, at that time, the plans

that will bid a small group only offer similar products to what was offered this year we will likely have a union contract issue. The union contract expires December 31, 2017.

HUD Fair Housing Discrimination Suit. A tenant brought forth a complaint stating the WHA took too long to approve of his new wife moving in with him. Note that it took a year for them to provide documentation and she was approved and moved in within 5 weeks. The housing authority did not make an offer of conciliation but instead asked what the complainant was seeking. No response to that was ever received. The result is HUD determined that no reasonable cause existed to believe a discriminatory housing practice occurred.

Alarm System Trouble/System Signals. The alarm company was called in again but they continue to say the cause is either lightning or power surges. There are surge protectors on the buildings.

Liability Insurance Matter. A Westfield Height's neighbor called to complain about trees, shrubs, growth that was out of control and going to damage his fence. He made it known he had an attorney and that we'd better take it seriously. As a result we contacted a tree service to find that there was a massive growth of poison ivy as well as vines that were choking the trees. They removed dead or dying trees, and poison ivy. In the midst of doing this the neighbor called the police saying we were cutting down his trees. We stopped activity despite wanting to spread wood chips to discourage the poison ivy and turned this over to our insurance company. His attorney sent a notice of pending legal action.

Audit Report of 2015. The audit report for the fiscal and calendar year 2015 was presented at the meeting. It showed no audit findings.

Change from State Government Accounting to GAAP. There will be meetings/trainings starting in September to convert the accounting system. The WHA fee accountant will attend also. This conversion will take staff time and effort. The 2016 budgets will likely be late as a result of the new accounting manual not being available until at least the end of September.

Election of Officers. Commissioner Kirsche moved to approve the current slate of officers; seconded by Commissioner Pelletier. All Commissioners voted in favor. So moved.

Meeting Dates/Times 2017. Commissioner Kirsche moved to approve the same dates/times for the meetings in 2017; seconded by Commissioner Pelletier. All Commissioners voted in favor. So moved.

Annual Report. The annual report is in the packet for review.

Replacement of Company Vehicles. The WHA will need to replace 2 trucks due to the 2 vans both having more problems than are worth fixing. We will also purchase a golf cart to be used instead of a truck whenever feasible around the 3 properties near the office building.

Commissioner Kirsche moved to approve moving both Public Comments and Commissioners' Comments to precede the executive session on the agenda; seconded by Commissioner Pelletier. All Commissioners voted in favor. So moved.

Public Comment:

Ms. Sullivan requested something be done about the alarm going off in the administration building annoying her when doing laundry. She also requested the music in the lobby be turned off. She also spoke of the TV being too loud when others are watching it (tenants, those waiting for appointments). The board instructed the Executive Director to turn the music off and to add a comment in the main phone message stating there would be a long period of silence while waiting for the extension to ring. The board also instructed the Executive Director to obtain from the alarm company in writing that the alarms were due to power surges, lightning.

Commissioners' Comment:

Commissioner Kelly welcomed Commissioner Pelletier to the board. He suggested that an orientation be held including a site visit to each property by all commissioners interested.

Commissioner Ofori moved to add a second executive session on personnel issues; seconded by Commissioner Kirsche. All Commissioners present voted in favor; so moved.

Executive Session: Annual Evaluation of Executive Director (delayed from June).

Executive Session: Personnel Issues.

Commissioner Ofori moved to increase the salary of the Executive Director by 4%; seconded by Commissioner Kirsche. Commissioner Pelletier abstained. All other Commissioners present voted in favor; so moved.

Adjournment:

Commissioner Kirsche moved to adjourn the meeting; seconded by Commissioner Ofori. 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

