

KILLINGLY HOUSING AUTHORITY
BIRCHWOOD TERRACE
JAN. 20, 2015
MINUTES OF ANNUAL MEETING

The Meeting was called to order at 7:00 P.M. by Chairman Pappas.

1. Roll Call: Present was Roxanne Pappas, Robert Loiselle, Philip Stedman and Eileen Page. Andrea Jacobi was absent with notice. Also present was Carol Greene, Executive Director, and Ed Grandelski, Town Council Liaison.

- 1a. Election of Officers:

The office of Chairman was filled in January, 2014 for a term of three years thru December, 2016.

It was moved by Eileen Page, seconded by Philip Stedman, to nominate Andrea Jacobi as Vice Chairman, Eileen Page as Secretary, Robert Loiselle as Treasurer and Philip Stedman as Assistant Treasurer. There being no other nominations, the vote was called and was unanimous to elect the slate of officers as presented.

2. It was moved by Robert Loiselle, seconded by Eileen Page, to approve the minutes of the Regular Meeting of the Town of Killingly Housing Authority held on Dec. 16, 2014. The vote to approve the minutes was unanimous.
3. It was moved by Phillip Stedman, seconded by Robert Loiselle, to approve as presented the Treasurer's Report for Dec., 2014 for Maple Courts and Birchwood Terrace. Robert Loiselle questioned the small amount of interest being earned on our CD's and asked the Director if she was looking hard enough to find investments with higher interest rates. The Director reiterated to Mr. Loiselle that Housing Authorities are mandated by the State of Connecticut to guarantee against loss of the principal invested. Investments allowed are certificates of deposit and savings/checking accounts within Federal Reserve Banks and the Connecticut State Treasurer Short-Term Investment Fund (STIF). The Chairman called for a vote on the motion which passed unanimously.
4. It was moved by Robert Loiselle, seconded by Philip Stedman, to approve as presented the Treasurer's Report for Dec., 2014 for Maple Courts II. Motion was unanimously approved.
5. It was moved by Robert Loiselle, seconded by Eileen Page, to approve the Section 8 Financial and Activity Reports for Dec., 2014. Motion was unanimously approved.
6. The Executive Director discussed the on-going problems with sewer blockages within building #4 at Maple Court. As of this date, there have been three blockages within the last six months as well as a major hydro-jetting of the entire

line beneath that building. She requested she be allowed to hire Service Plus at a cost of \$650 to use a camera to go into the line to determine if there is a break of some kind or other problem causing constant blockages. The Board gave the Director verbal approval to go forth with the procedure. She also advised of a request from a Birchwood Terrace resident to move from her apartment to another which will become vacant during the month of February. The resident was advised that there would be a charge, as it would become necessary to refurbish two apartments rather than one. Mr. Loiselle questioned why there wasn't a regulation regarding this procedure. The Director reminded him that in January, 2012 there was a policy passed addressing this exact situation. The Director was thanked for her report.

- 6a. The Resident Service Coordinator was thanked for her report which was accepted as written.
7. The Congregate Housing Manager was thanked for her report which was accepted as written.
8. Ed Grandelski, Town Council Liaison, advised that the Town was starting budget preparation and that the Board of Education was holding an open meeting on January 28, 2015 with the residents of the Town to discuss their budget. He also talked of the anticipated sewer usage increases during 2016 and how it would influence the Housing Authority's PILOT charge. This discussion prompted further questions regarding the formula used to determine how much the Town would charge the Housing Authority each year. The Director spoke to the possibility of being billed based on the metered water consumption and that Robert Loiselle and she had attended a meeting with the Town Manager and Engineer in the fall with these same questions. The Chairman directed Mrs. Greene to write to the Town Manager and pose that question regarding the formula. Mr. Grandelski also advised that the sidewalks within the downtown area have been completed. He was thanked for his report.
9. Citizen's Comments: None
10. Commissioners' Comments: None
11. Communications: None
12. Old Business: None
13. New Business:
 - a. Motion by Robert Loiselle, seconded by Eileen Page, to approve the Director's 2014 Annual Report to be submitted to CHFA and DECD. The motion passed unanimously.

- b. Motion by Robert Loiselle, seconded by Eileen Page, to approve payment of Dec., 2014 bills numbered 36580 through 36693, EFT and EFTPS for Maple Court and Birchwood Terrace and bills numbered 10322 through 10339 for Maple Court II. Motion passed unanimously.
 - c. Motion by Eileen Page, seconded by Philip Stedman, to enter into Executive Session at 8:14 P.M. to discuss an employee's benefit and salary package. Motion passed unanimously.
- At 8:30 P.M., the Board entered into Regular Session with no action having been taken within Executive Session.
- d. Motion by Robert Loiselle, seconded by Philip Stedman, to table any action on addressing the employee's benefit and salary package until there was a full Board present. Motion passed unanimously.
14. Motion by Eileen Page, seconded by Philip Stedman, to adjourn at 8:32 PM. Vote to adjourn was unanimous.

Respectfully submitted,

Eileen A. Page

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Secretary