

KILLINGLY HOUSING AUTHORITY
MAPLE COURTS II
SEPTEMBER 18, 2018
MINUTES OF REGULAR MEETING

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

1. Roll Call: Present was Roxanne Pappas, Robert Loiselle, Eileen Page and Michael Moran. Philip Stedman was absent due to illness. Also present was Carol Greene, Executive Director and Mary Bromm, Administrator of the Town of Killingly's Community Development.
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 August 21, 2018. The vote to approve the minutes was unanimous.
3. It was moved by Robert Loiselle, seconded by Eileen Page, to approve as presented the Treasurer's Report for August, 2018 for Maple Courts and Birchwood Terrace. The vote to accept the reports passed unanimously.
4. It was moved by Eileen Page, seconded by Michael Moran, to approve as presented the Treasurer's Report for August, 2018 for Maple Courts II. Motion was unanimously approved.
5. It was moved by Robert Loiselle, seconded by Michael Moran, to approve the Section 8 Financial and Activity Report for August, 2018. Motion was unanimously approved.
6. In addition to her written report, the Executive Director advised the Board that Mary Bromm was present to discuss the Birchwood Terrace proposed grant application for additional housing and also the needs of Birchwood Terrace for rehab projects through a Small Cities Grant application next year. The Director was thanked for her report.
7. It was moved by Robert Loiselle, seconded by Eileen Page, to accept the Congregate Housing Report with thanks to Patricia Rocheleau.
8. Town Council Liaison's Report – None
9. Citizen's Comments – None
10. Commissioners' Comments:

Mrs. Pappas requested the Board add an item to the agenda to elect a Chairman of the Housing Authority. This position has been vacant since the resignation of Andrea Jacobi on March 22, 2018.

Motion by Robert Loiselle, seconded by Eileen Page, to add agenda item #13d for the election of a Chairman. Motion passed unanimously.

11. Communications: None
12. a. Motion by Robert Loiselle, seconded by Eileen Page, to suspend the rules to allow Mary Bromm to participate in the discussion regarding the possible submission of a grant application for construction of new housing with a preference for veterans at Birchwood Terrace. Motion passed unanimously.

A lengthy discussion took place regarding the use of tax credits to obtain funding for future new housing, the need to allow not only seniors, but also families to reside within the housing if an application for funding was to be looked upon favorably by the State of CT, location of the project and the need to hire an outside consultant to begin the process. It was the consensus of the Board that a tremendous amount of thought and planning would be necessary to go forward with this project and should be planned over a period of time with certain steps being taken. A motion was made by Robert Loiselle, seconded by Michael Moran, to remove this agenda item from the table with no action having been taken. The vote was unanimous.

A motion was made by Robert Loiselle, seconded by Eileen Page, to add agenda item #13e to discuss with Mary Bromm rehab projects needed at Birchwood Terrace and possibly funded by a Small Cities Grant. Motion passed unanimously.

13. New Business:
 - a. A Motion was made by Robert Loiselle, seconded by Michael Moran, authorizing the Executive Director to research new payroll software for calendar year 2019. Motion passed unanimously.
 - b. Motion by Robert Loiselle, seconded by Michael Moran, to approve the acquisition of a Remote Deposit Capture service from Bank Hometown which provides the Housing Authority with a scanner that will transmit check payment images directly to their business account. This eliminates the customer's need to visit a branch every time they need to deposit checks. Motion passed unanimously.
 - c. Motion by Robert Loiselle, seconded by Michael Moran to approve for payment bills numbered 40244 through 40313, EFT and EFTPS for Aug., 2018 and bills numbered 11259 through 11275 for Aug., 2018 for Maple Courts II. Motion passed unanimously.
 - d. Nominations for Chairman of the Killingly Housing Authority were opened by

Vice-Chairman Roxanne Pappas. Robert Loiselle nominated Roxanne Pappas to fill the position. Being no further nominations, Motion by Robert Loiselle, seconded by Eileen Page, to elect Roxanne Pappas as Chairman. Roll call vote as follows:

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| Robert Loiselle | Yes | Eileen Page | Yes |
| Michael Moran | Yes | Roxanne Pappas` | Yes |

The vote was unanimous.

- e. A discussion took place regarding the physical condition of the Birchwood Terrace project. Mary Bromm was part of the discussion. There are a number of issues such as the desire to install gas-fired heating systems in place of the present electric heat and heat pumps, the need for new roofs, updating or replacing the present windows to provide for easier opening, a generator and also door openers for the Community Room. Ms. Bromm advised that due to the cost of these projects, they be phased in over a number of years with certain buildings being scheduled within the time period. In addition, an RFP for an architectural engineering firm would be necessary to prepare plans and obtain the cost for a heating system in order to be prepared for the grant application deadline next year.

A motion was made by Robert Loiselle, seconded by Eileen Page, to authorize the Executive Director to advertise for architectural engineering firms to submit a Request For Proposal to the Housing Authority. Motion passed unanimously.

14. a. Motion by Robert Loiselle, seconded by Michael Moran, to adjourn at 8:23 PM. Motion passed unanimously.

Respectfully submitted,

Eileen A. Page

Eileen A. Page
Secretary