

THESE MINUTES ARE SUBJECT TO APPROVAL AT THE NEXT HOUSING AUTHORITY MEETING

WESTBROOK HOUSING AUTHORITY  
Regular Meeting  
Monday, March 27, 2023  
Community Room  
Worthington Manor  
MINUTES

CALL TO ORDER

Chairman Connelly called the meeting to order at 2:33 p.m. In attendance included: Suzie Connelly, Alison Woodstock, Joe DeCurtis, Cheryl Daniw and Dawn Page. Approximately 18 residents were also in attendance.

APPROVAL OF MINUTES

Joe DeCurtis made a motion to approve the minutes of the November 2022 meeting as presented. Alison Woodstock seconded the motion. The motion passed unanimously.

TREASURER'S REPORT

A copy of the Treasurer's Report was emailed to Board members.

Joe DeCurtis made a motion to accept the Treasurer's Report as presented. Alison Woodstock seconded the motion. The motion passed unanimously.

MANAGEMENT COMMENTS

Cheryl reported:

- Sprinkler System – inspection of system identified leaks in 3 sections – these leaks are being addressed (costs associated with the repair total \$4334.00).
- Sewage back up – due to wipes and cigarette butts being flushed down toilets – residents were urged to dispose of these items properly.
  - It is possible to identify where the back-up occurs.
  - Board members agreed that residents will be held financially responsible in the future. A memo will go out to all residents related to the issue.
- Eversource – during a recent outage, Worthington Manor experienced damage to generator and sewer pump due to a “surge” in the system. A claim for reimbursement has been filed with Eversource.
  - A claim may be filed with the insurance company if Eversource's reimbursement is inadequate.
  - The use of “surge protectors” for the sewer pump was recommended.
- Elevator – repairs to the elevator have been completed and the unit is in working condition.
- Advertising – to identify qualified tenants, advertising in a variety of media is required. The new rent rate has made it difficult to find eligible renters and maintain an adequate “waiting list”.

OLD BUSINESS

Small Cities Grant – Cheryl reported:

- All paperwork has been submitted to the State.
- 90% of the architectural drawings have been completed.

- There is an outstanding balance of approximately \$6,000 owed to the architect.
- The State has not yet “deposited” the grant monies in the Town’s account.
- Cheryl will contact CHFA (Connecticut Housing Finance Authority) to request potential emergency funds to pay the architect. These funds would be reimbursed by the grant.

Base Rent – As previously discussed base rents will increase in May.

NEW BUSINESS

Recertification– Dawn reported:

- 2 tenants have not yet submitted their recertification paperwork. If this paperwork is not received, they will be required to pay full rent.
- A second session has been added to the well-attended exercise class.

TENANT CONCERNS – A resident encouraged board members to be sensitive to the financial needs of residents. In addition, she requested that Board members speak louder during meetings to accommodate those who are hard of hearing.

ADJOURNMENT

Joe DeCurtis made a motion to adjourn the meeting at 3:00 p.m. Alison Woodstock seconded the motion. The motion passed unanimously.

Respectfully Submitted,

Suzanne Helchowski  
Clerk