

## ANNUAL MEETING – May 12, 2011

Chairman Peter Olson called the annual meeting of the Housing Authority to order at 1:10p.m.

**PRESENT:** Chairman Peter Olson, Vice-Chairman Mike O’Neil, Commissioners Karen Roy-Guglielmi, Walter Edwards and Nancy Osborn, Executive Director Jeffrey Arn and Finance Manager Bobbi Kruglik.

**ABSENT:** None.

Chairman Peter Olson turned the meeting over to Executive Director Jeffrey Arn. The first order of business is the Election of Officers for the coming year.

Commissioner Karen Roy-Guglielmi nominated Peter Olson as Chairman; Commissioner Nancy Osborn seconded the nomination. With no other nominations heard, the vote was 4 ayes.

Commissioner Karen Roy-Guglielmi nominated Mike O’Neil as Vice-Chairman; Commissioner Nancy Osborn seconded the nomination. With no other nominations heard, the vote was 4 ayes.

The Executive Director is the Secretary per the By-Laws of the Board. Executive Director Arn congratulated the newly appointed officers and thanked the Board of Commissioners for their continued support and vision in the past and future.

Commissioner Karen Roy-Guglielmi made a motion to reaffirm all motions and resolutions passed in the past year, Commissioner Mike O’Neil seconded with all voted in favor. Motion carries.

### ANNUAL REPORT

**Responsibilities and Duties:** The Housing Authority owns and operates 322 units of housing for seniors, frail elderly, disabled individuals and families in the Town of Vernon. The Housing Authority also administers 295 Housing Choice Vouchers within the Town. Additionally the agency administers 784 Federal Housing Choice Vouchers, State Rental Assistance Payments and Temporary Rental Assistance Payments through our State of Connecticut Department of Social Services Programs. Therefore, at year end the Vernon Housing Authority was providing rental assistance and housing to nearly 1,401 families in and around the Town of Vernon.

**Summary of Activities:** The Authority saw the retirement of a long time board member this year. Mrs. Mary Lou Menard retired from the Board after 30 years of dedicated service. The Authority was fortunate to be able to replace this loss with a former board member with nearly as much experience. Ms. Nancy Osborn was appointed by the Town Council and joined the Board in March.

The Authority has completed a major transformation of two of its developments. As part of the federal stimulus package the Vernon Housing Authority converted Franklin Park East and Windermere Court from unfunded State properties to subsidized federal properties. This was a rare opportunity provided in the American Reinvestment and Recovery Act which the Authority was able to utilize to bring more funds into the agency.

As part of the federalization of Franklin Park East and Windermere Court stimulus money was used to replace doors and windows at Franklin Park East and replace doors, windows and vinyl siding at Windermere Court. These projects were completed in August 2010 and have significantly enhanced the overall appearance of the properties and made the use of the doors and windows significantly easier on our elderly residents. Furthermore, the energy efficiency of the property has been increased considerably.

The Authority also completed a major infrastructure project by replacing the deteriorated tile sanitary sewer lines with modern PVC piping at Franklin Park West. This has significantly decreased the amount of sewer back-ups and the need for outside contractors to clear the sewer lines.

The final major modernization project this year was the replacement of windows and façade renovations at Court Towers. The installation of the windows and balcony doors were completed in November and the façade renovations are nearly completed. The installation of the new windows will significantly improve the energy efficiency of the building and will help to keep future operating costs down. The new façade will help to change the overall appearance, marketability and status of the building.

In addition to the aforementioned items the Housing Authority continued to place an emphasis on filling vacant units that have been vacant for extended periods of time. This year has seen the several of our developments become fully occupied and/or maintain high occupancy rates. Franklin Park West, Franklin Park East and Windermere Court have all maintained nearly 100% occupancy. The occupancy rates at Grove Court and Court Towers also improved significantly. Our overall occupancy for the agency has improved to 92% from 81% last year.

The Housing Authority has also seen several key personnel changes this year. Most notably at the Francis Pitkat Congregate Living Center we created a Part Time House Manager position which has helped to improve all aspects of the management of the property. We also hired a new Kitchen Manager and Resident Service Coordinator.

The Leasing and Finance Departments combined a part-time and a full time position into one Leasing / Bookkeeping position which has helped to reduce costs and has considerably improved the time it takes to lease our apartments.

The Authority's Board of Commissioners would like to thank Town Officials and

Employees for their cooperation during the past year.

The Annual Meeting was adjourned at 1:23 pm on a motion by Commissioner Mike O'Neil, which was seconded by Commissioner Walter Edwards. All voted in favor.

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Executive Director