REGULAR MEETING – June 9, 2011

Chairman Peter Olson called the June Regular Meeting of the Housing Authority to order at 1:04 pm. Attendance upon roll call:

PRESENT: Chairman Peter Olson, Vice-Chairman Mike O'Neil, Commissioners Karen Roy-Guglielmi, Executive Director Jeffrey Arn and Finance Manager Bobbi Kruglik.

ABSENT: Commissioner Nancy Osborn and Walter Edwards.

PUBLIC COMMENT: None.

MINUTES: On a motion made by Commissioner Karen Roy-Guglielmi, the minutes of the Annual meeting were approved as read. Commissioner Mike O'Neil seconded with the vote being 2 ayes. Motion carries. On a motion made by Commissioner Mike O'Neil, the minutes of the May Regular meeting were approved as read. Commissioner Karen Roy-Guglielmi seconded with the vote being 2 ayes. Motion carries.

BILLS: After review and discussion of the invoices paid, Commissioner Karen Roy-Guglielmi made a motion to approve the payments. Commissioner Mike O'Neil seconded the motion with the vote being 2 ayes. The checks approved were: Revolving #52254-52404; Federal #20542-20577; Franklin Park East #1019-1021; Windermere Court #1020-1022; State #14130-14136; Voucher #39607-39609; Congregate #9026-9052 and Local #2237-2243. Motion carries.

Cash and Occupancy Report: Mr. Arn distributed the monthly Cash Balances and Occupancy Report to the Board for their perusal.

EXECUTIVE DIRECTOR'S REPORT:

Congregate: The new assisted living service provider Hebrew Home Health Care started on June 1, 2011. The transition of services has been seamless thanks to the efforts of both the new and old provider. A meeting was held with residents to explain the transition and introduce the new ALSA provider on June 2nd.

Special activities included festivities around Mother's Day – each female resident received a rose; a special lunch was provided on the day; and a Mother's Day Brunch that included family invitations (two weeks later) was a great success. Wellness programs included: our monthly Foot Care Clinic and Blood Pressure Clinic; and our weekly Exercise/Balance program. We also had a presentation offered by a local audiologist entitled, 'Life Improves with Better Hearing' which was well-attended.

Section 8: We currently have a count of 293 vouchers down 2 vouchers from last month. We have received the final budget information for 2011. Our administrative fees will be prorated to 78.5%. Fortunately we have budgeted conservatively and we have

administrative reserves to cover any shortfalls. We are currently applying for additional funding to cover unexpected higher HAP costs.

State of CT DSS: We currently have a count of 790 vouchers up 6 vouchers from last month.

Maintenance: The maintenance crew continues to concentrate on the preparation of vacant units to keep up with the leasing department. A seasonal maintenance person has been hired for the summer. We continue to work on the reimbursement of portions of our snow removal costs for the 48 hour period in January that was declared a natural disaster by FEMA.

The Court Tower's Window Replacement and Façade Renovations: The window installation began on September 15th all windows and doors were installed by November. The first coat of the Façade Material was completed in December. The Balcony railings were installed in early April. The final finish coat on the façade began in May and is now complete. The finishing touches and punch list should be completed in June.

Agency Wide: Ten Staff members attended the Annual Employee Training and Networking day sponsored by CONN-NAHRO.

OLD BUSINESS:

NON-PROFIT: 30A Orchard Street and was sold for $98,000 on May 27th. After commissions and attorney's fees we realized $87,218 from the sale.

The current balance on the construction loan with Rockville Bank is $33,962.03. This consists of $25,036.01 for 26-28 Orchard and $8,926.02 for 72 Village Street.

The balance of the past invoices for John D'Amelia Associates has been paid in the amount of $17,360. This represented invoices dating back to 2008.

I received a letter requesting payment for plumbing issues that had to be repaired in 30B Orchard Street. I have sent the information to the contractor to review for possible reimbursement.

The completed units that remain for sale are 26A & 26B Orchard Street (2 single units). The asking prices on these properties have been reduced to $99,000 per unit in an attempt to find more qualified buyers.

NEW BUSINESS:

SEMAP Score: The SEMAP score for the year ending 12/31/2010 was 93%. This is considered 'high performer' status.

INFORMATIONAL:

House Bill 64-61 was passed. This bill contains language which states that the tenants can hold elections to vote in the tenant Commissioner on the Board.

Mr. Arn informed the Board the HUD training session that was postponed in April was scheduled for July 13 and 14th, therefore he would not be available for the Combined July/August Regular meeting. After some discussion, the Combined July/August Regular meeting will be rescheduled for July 21, 2011.

EXECUTIVE SESSION: At 1:30 pm, Commissioner Karen Roy-Guglielmi made a motion to go into Executive Session to discuss legal and personnel matters. Mr. Arn and Ms. Kruglik were invited to stay. Commissioner Mike O'Neil seconded with vote being 2 ayes.

At 1:45 pm, return to Regular Session. Commissioner Mike O'Neil made a motion to keep the Health Insurance benefits in line with the Town of Vernon's Non-Union benefit package. Commissioner Karen Roy-Guglielmi seconded with the vote being 2 ayes. Motion carries.

The next meeting will be the combined July/August Regular meeting, which will be held on July 21, 2011 at 21 Court Street at 1:00 pm.

The June regular meeting was adjourned at 1:50 pm on a motion by Commissioner Karen Roy-Guglielmi, which was seconded by Commissioner Mike O'Neil with all voting in favor. Motion carries.

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Executive Director