REGULAR MEETING – May 12, 2011

Chairman Peter Olson called the May Regular Meeting of the Housing Authority to order at 1:23 pm. Attendance upon roll call:

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.

PUBLIC COMMENT: None.

MINUTES: On a motion made by Commissioner Karen Roy-Guglielmi, the minutes of the April regular meeting were approved as read. Commissioner Walter Edwards seconded with the vote being 4 ayes. Motion carries.

BILLS: After review and discussion of the invoices paid, Commissioner Karen Roy-Guglielmi made a motion to approve the payments. Commissioner Nancy Osborn seconded the motion with the vote being 4 ayes. The checks approved were: Revolving #52072-52221; Federal #20516-20541; Franklin Park East #1016-1018; Windermere Court #1017-1019; State #14123-14129; Voucher #39375-39388; Congregate #8992-9025 and Local #2229-2236. 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: On May 5th I attended a meeting for all State Congregate Facilities moderated by the DECD. The meeting was held to solicit ideas on how to endure the next two years with no additional funding. We are looking for more flexibility in our budgeting so we can reprogram funds to areas of need. The vacant part-time Resident Service Coordinator position was filled from within. The former second shift attendant Carol Martorelli was the successful candidate. Her second shift attendant position has been filled from within by a part time fill-in staff member, Kathleen McNally.

Section 8: We currently have a count of 295 vouchers up 6 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.

Leasing: The Leasing Department continues to work on leasing vacant apartments and recertifying our existing tenants. Going forward leasing activities will be shown on the Occupancy Report.

State of CT DSS: We currently have a count of 784 vouchers down 3 vouchers from last month.

Maintenance: The maintenance crew continues to concentrate on the preparation of vacant units to keep up with the leasing department. They are also working on spring clean-up and the grass cutting season has begun.

I am continuing 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. I met with a FEMA representative last week to discuss the process and go over the application paperwork.

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 nearly complete. The finishing touches and punch list should be completed in early June.

Agency Wide: Seven Leasing and Section 8 staff members attended training on reasonable accommodations sponsored by CONN-NAHRO.

OLD BUSINESS:

NON-PROFIT: An offer was received for 30A Orchard Street and we have settled on a price of $98,000. The closing for this unit was scheduled to take place before May 15th but has been delayed while the buyer finalizes the financing. The latest extension runs through May 20th.

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 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. The Board has decided to extend the construction loan with Rockville Bank for an additional year in anticipation of completing the construction of the two remaining properties on Village Street.

Animal policy: Since the last meeting, the Animal policy was reviewed by the Housing Authority's attorney. He did not find any legal issues and consolidated some of rules therefore reducing some of the language. Commissioner Mike O'Neil made a motion to approve and accept the Animal policy as revised. Commissioner Walter Edwards seconded with the vote being 4 ayes. The motion carries and the Animal Policy was adopted.

NEW BUSINESS:

Congregate-2011/2012 Management Plan and Services Budget: Mr. Arn presented to the Board the proposed 2011/2012 Management Plan and Congregate Services Budget. Ms. Kruglik gave an overview of the proposed budgets. After some discussion, Commissioner Karen Roy-Guglielmi made a motion to accept the Management plan and Congregate Services Budget as proposed as Resolution #371. Commissioner Nancy Osborn seconded the motion with the vote being 4 ayes. Motion carries and Resolution #371 was adopted.

INFORMATIONAL:

NERC/NAHRO Conference: The Annual Conference will be held in Manchester, NH on June 26-29, 2011. Mr. Arn and Ms. Kruglik expressed an interested in attending. Commissioner Mike O'Neil made a motion to approval the cost to attend the Annual NERC/NAHRO Conference. Commissioner Walter Edwards seconded with the vote being 4 ayes.

Mr. Arn distributed the Commissioners Connection published by CONN/NAHRO to the Board.

The next meeting will be the June Regular meeting, which will be held on June 9, 2011 at 21 Court Street at 1:00 pm.

The May regular meeting was adjourned at 2:20 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