

REGULAR MEETING – December 6, 2012

Vice-Chairman Mike O’Neil called the combined November/December Regular Meeting of the Housing Authority to order at 1:06 pm. Attendance upon roll call:

PRESENT: Vice-Chairman Mike O’Neil, Commissioners Karen Roy-Guglielmi, Nancy Osborn and Raymond Powers, Executive Director Jeffrey Arn, Finance Manager Bobbi Kruglik and Housing Manager Linda McComber.

ABSENT: Chairman Peter Olson

PUBLIC COMMENT: Jeff Lappen, a Court Tower Resident, requested to sit in on the meeting.

MINUTES: On a motion made by Commissioner Karen Roy-Guglielmi, the minutes of the Public Hearing were approved as read. Commissioner Nancy Osborn seconded with the vote being 3 ayes. Motion carries. On a motion made by Commissioner Nancy Osborn, the minutes of the October Regular meeting were approved as read. Commissioner Ray Powers seconded with the vote being 3 ayes. Motion carries.

BILLS: After review and discussion of the invoices paid, Commissioner Ray Powers made a motion to approve the payments. Commissioner Nancy Osborn seconded the motion with the vote being 3 ayes. The checks approved were: Revolving #60489-60841; Federal #21216-21287; Franklin Park East #1064-1067; Windermere Court #1063-1066; State #14277-14295; Voucher #42830-43043; Congregate #9576-9630 and Local #2368-2384. Motion carries.

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

At 1:19 pm. Chairman Peter Olson arrived.

EXECUTIVE DIRECTOR’S REPORT:

Congregate: *Submitted by Susan Lapierre, Congregate Manager* - Wellness Programs: Weekly Exercise/Balance Program by the VNA; Monthly BP Clinic by the VNA; Monthly Foot Care Clinic by PEDI-CARE. This month residents appreciated the health presentation offered by the VNA on ‘Holiday Emotions’ which covered many aspects of dynamics that result in sadness or anxiety around the holidays. Regularly Scheduled Activities: Shopping bus, games, Bingo, movies. Entertainment: Music - Duncan the piano player; Eva Devine, Silver Wolf, Perfect Partners, and Nina Romanenko. We enjoyed a visit by Oliver, a therapy dog on Sat. 11/3. Special Events: Perhaps the most special, most anticipated and important annual event of the year for our residents is the ‘Rotary Thanksgiving’. This year as usual, the Rotary Club kindly devoted their time and generosity (along with recruiting High School Students from ‘Interact’, a community service program) and treated upwards of 100 residents of the VHA community to a full

Thanksgiving dinner with all of the trimmings on Thurs., Nov. 15<sup>th</sup>. This year our kitchen staff, along with various other staff members, gave of their time and effort to pull off one of the most pleasant and successful evenings I have witnessed. Special thanks go out to our cooks, Theresa and Donnie! And if Rotary Thanksgiving isn't enough, Theresa and Donnie also devote their Thanksgiving Day to cooking and presenting a full Thanksgiving meal for our residents. This year they ended up celebrating with their family on the Tuesday after. Staff and residents put together a nice holiday donation of food and cash that was given to Hockanum Valley to support the needs of our community.

Local Section 8: We currently have a count of 297 vouchers which is up three from my previous report. We continue working toward our goal to increase our count to 300 vouchers at the end of this year. We are nearing the end of our waiting list and will be looking to reopen the list early next year.

State of CT DSS: We currently have a count of 801 which was up thirteen from my previous report. This amount should continue to increase over the next few months as the program administrator is giving us more vouchers due to quality of the work by our staff.

Maintenance: Court Towers – Proposals for a new security system at Court Towers were solicited in October and received in November. Three proposals were received and the low proposal from Securities Technologies, Inc. in the amount of \$50,981.70 has been recommended to the Board of Commissioners for approval. Fall Clean-up of all complexes was completed in October and November.

Accessible Unit and Community Room Upgrades at FPE and Windermere Court: The low bidder T&T Electrical Contractors was awarded the contract by the Board of Commissioners in the amount of \$382,500 on September 13, 2012. The contract was executed on September 28<sup>th</sup>. The contractor began work in October and is concentrating on completing the exterior work prior to winter. They excavated and begun pouring the footings for the new concrete ramps at the three Franklin Park East apartments. They have also installed the two new accessible parking spaces at Windermere.

Non Profit: 26B Orchard Street remains the last unit to be sold. The asking price on this property has been lowered to \$64,900 per unit. Prospective buyers are being offered up to \$3,000 in closing costs as an incentive to purchase this unit.

#### NEW BUSINESS:

2013 Federal Budget: Mr. Arn presented to the Board the proposed 2013 Federal Budget. After some discussion, Commissioner Karen Roy-Guglielmi will resolve to approve the 2013 proposed Federal Budget as presented. Commissioner Ray Powers seconded the motion with the vote being 4 ayes. Motion carries and Resolution #378 was adopted.

Court Towers Security System Proposals: Mr. Arn received 3 proposals for the Security System at Court Towers. All proposals were from current vendors. The low bidder was Security Technologies for \$50,981.70. Commissioner Karen Roy-Guglielmi made a motion to accept the

proposal from Security Technologies and approve entering into a contract to have the work done. Commissioner Ray Powers seconded with the vote being 4 ayes. Motion carries.

Congregate-Policy on Visitors: Linda McComber presented to the Board the revised Visitor policy at the congregate facility. The policy is in accordance with the Housing authority's ACOP, Public Housing Plan and Lease. After some discussion, Commissioner Mike O'Neil made a motion to approve the Visitor policy presented. Commissioner Nancy Osborn seconded with the vote 4 ayes.

VHA Vehicle Parking Policy: Ms. McComber presented to the Board the Vehicle Parking Policy. The Board found the policy to be very lengthy and confusing. They would like the policy to be concise and easier to understand. The policy was tabled to a future meeting.

Congregate-Transfer Policy: Ms. McComber presented to the Board the policy of Transfer at the congregate facility. After a lengthy discussion, the Board had some concerns on the first part of the policy and wants to review it with some of their concerns incorporated into the policy. Commissioner Nancy Osborn made a motion to approve the second half of the policy regarding temporarily occupation. Commissioner Mike O'Neil seconded with vote being 4 ayes. Motion carries.

Performance Payments: The housing authority was reached and or exceeded the goals set for this year resulting in an increase in reserves throughout the programs with maintaining a high level of service for our clients and tenants. Mr. Arn would like to give all employees a one-time performance payment for their hard work and dedication. After some discussion, the Board decided on a method to reward all the employees fairly. Commissioner Ray Powers made a motion to approve giving all employees a performance payment. Commissioner Mike O'Neil seconded with the vote being 4 ayes. Mr. Arn will hand out the payments at the Holiday party.

Sick Time policy: Mr. Arn presented to the Board the revised Sick time policy to change the amount of days from 3 to 5 days per year. This is in accordance with the new State law though it's not mandated because of the size of the authority. After some discussion, Commissioner Karen Roy-Guglielmi made a motion to amend the sick time policy to the proposed change. Commissioner Mike O'Neil seconded with the vote being 4 ayes.

#### INFORMATIONAL:

Meeting dates: Mr. Arn provided to the Board the list of meeting dates for 2013. Commissioner Ray Powers made a motion to accept the list of meeting dates, Commissioner Nancy Osborn seconded with the vote being 4 ayes. Motion carries. The meeting dates will be submitted to the Town Clerk at the Town Hall.

Cornerstone Foundation: Mr. Arn was asked to be on the Cornerstone Foundation Board of Directors.

EXECUTIVE SESSION: At 2:44 pm, Commissioner Karen Roy-Guglielmi made a motion to go into Executive Session to discuss the Executive Director's review; Mr. Arn was invited to stay.

Commissioner Ray powers seconded the motion with all voting in favor. Ms. Kruglik, Ms. McComber and Mr. Lappen left the meeting.

At 3:00 pm. Mr. Arn left the meeting.

At 3:20 pm, return to regular session. Commissioner Karen Roy-Guglielmi made a motion to approve the salary increase for Jeffrey Arn to \$94,000. Commissioner Ray Powers seconded with the vote being 4 ayes.

The next meeting will be the January regular meeting, which will be held on January 10, 2013 at 21 Court Street at 1:00 pm.

The combined November/December regular meeting was adjourned at 3:23 pm on a motion by Commissioner Nancy Osborn which was seconded by Commissioner Mike O'Neil with all voting in favor. Motion carries.

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Executive Director