

## REGULAR MEETING – January 10, 2013

Chairman Peter Olson called the January Regular Meeting of the Housing Authority to order at 1:05 pm. Attendance upon roll call:

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

**ABSENT:** None

**PUBLIC COMMENT:** Jeff Lappen, a Court Tower Resident, gave the Board a list of comments, spoke for five minutes on them and requested to sit in on the meeting. He was advised by Mr. Arn that it was a public meeting and all are welcome.

**MINUTES:** On a motion made by Commissioner Karen Roy-Guglielmi, the minutes of the combine November/December Regular meeting were approved as read. Commission Ray Powers seconded with the vote being 4 ayes. Motion carries.

**BILLS:** After review and discussion of the invoices paid, Commissioner Mike O’Neil made a motion to approve the payments. Commissioner Ray Powers seconded the motion with the vote being 4 ayes. The checks approved were: Revolving #60874-60975; Federal #21288-21350; Franklin Park East #1068-1071; Windermere Court #1067-1071; State #14296-14309; Voucher #43225-43248; Congregate #9631-9688 and Local #2385-2395. 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:** *Submitted by Susan Lapierre, Congregate Manager - Health and Wellness Programs included: Weekly Exercise/Balance Program by the VNA; Monthly BP Clinic by the VNA; Monthly Foot Care Clinic by PEDI-CARE. Regularly Scheduled Activities included: Shopping bus twice a week, games, Bingo, movies. Entertainment included: Music - Duncan the piano player visited one afternoon every weekend; other musical entertainment included: Eva Devine (country singer), Sign of the Times, and Millicent. Special Holiday entertainment included: The Ellington Singers, the Hockanum Valley Bell Ringers, and The Beethoven Chorus. The residents were also treated to Christmas carols by visits from the Girl Scouts, The Little House in the Country Nursery School, and residents also enjoyed a visit by Oliver, a therapy dog, on Sat. 12/1. Special Events: This year we brought back a special trip through Forest Park’s ‘Bright Night Lights’. We had a full busload of 20 who enjoyed the Christmas lights and displays. We also hosted a Christmas Social with Staff during lunchtime on Friday, 12/21. Lasagna was served to both residents and staff alike as staff sat with the residents at the different tables in the*

dining room. The residents very much enjoyed having lunch with staff. After lunch, staff presented individually wrapped cheesecakes as a Christmas gift by the Vernon Housing Authority. Duncan came in afterwards and added a Christmas sing-along as a lovely end to the gathering. The kitchen staff deserves great credit for presenting a wonderful Christmas dinner of shrimp and prime rib. A number of family members were in attendance. On New Year's Eve, a pizza party with sherbet punch was held for the residents at 5pm by staff with ice cream for dessert. For the hearty souls and night-owls, a celebration of ushering in the New Year was shared by all with our very sociable attendant, Kathy. Our new RSC, Karina Estevez, held her first resident meeting on December 17<sup>th</sup>. A number of topics were discussed including safety, meal options, and activities.

Leasing: We had our first action towards eviction as a result of the Smoke Free Policy. A couple at Franklin Park West was in the process of being evicted because they refused to stop smoking in their apartment which was causing health issues with the neighbors. They elected to move out in December just prior to a pending court date. We have a pending eviction with a January 4<sup>th</sup> court date for a nonpayment of rent matter at Court Towers.

Local Section 8: We currently have a count of 308 vouchers which is up eleven from my previous report. The department was able to meet and exceed our goal of 300 vouchers at the end of 2012. We have received notice of our funding for the first 3 months of 2013 but are waiting to see what the funding level will be for the entire year.

State of CT DSS: We currently have a count of 822 which was up twenty-one 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: Maintenance continues to work on the preparation of vacant units with one vacant unit at Franklin Park taking an extraordinary effort due to heavy smoking by the previous tenants. They also experienced three snow events that required removal or treatment in December.

Court Towers Security Camera System – Proposals for a new security system at Court Towers were solicited in October and received in November. The low proposal from Securities Technologies, Inc. in the amount of \$50,981.70 was approved by Board of Commissioners on December 6, 2012 and the contract was executed the same day. The contractor has ordered the equipment and the rough wiring has been completed. We anticipate completion of the project in January.

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 concentrated on completing the exterior work prior to winter. They have installed the new concrete ramps at the three Franklin Park East apartments the two new accessible parking spaces at

Windermere. The contract work in the apartments has been slowed due to an asbestos issue. We are awaiting a cost proposal from the contractor to remove the asbestos prior to moving forward with the interior work.

Agency Wide: The annual Vernon Housing Authority Holiday gathering was held at the Adams Mill in Manchester. Most staff and several Commissioners attended and all had a great time.

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.

Vehicle Parking Policy: Mr. Arn presented the revised Vehicle Parking Policy to the Board. After some discussion, Commissioner Karen Roy-Guglielmi made a motion to approve the Vehicle Parking Policy with one change regarding violation stickers in item #22. Commissioner Mike O'Neil seconded with the vote being 4 ayes. Motion carries and the amended Vehicle Parking Policy was approved.

Francis J. Pitkat Congregate Living Transfer Policy: Mr. Arn presented to the Board the revised Transfer Policy with their suggestions added. After review, the Board would like the following causes incorporated; stating that the VHA will pay for moving expenses and a section covering double occupancy to single. The Board will table to next meeting.

#### NEW BUSINESS:

Audit Engagement Letter: Mr. Arn presented to the Board the Audit Engagement Letter for the year ending 12/31/2012. After some discussion, Commissioner Ray Powers made a motion to sign the Engagement Letter with Roy and Associates and Mr. Arn will negotiate the cost of the audit. Commissioner Mike O'Neil seconded with the vote being 4 ayes. The Board requested that the Auditor give a presentation during his visit.

Town of Vernon-Lien Assignment: Mr. Arn received an email from the Collector of Revenue regarding the lien assignment on 19 Grove Street for delinquent tax liens. After some discussion, Commissioner Mike O'Neil made a motion not to act on the lien assignment due to environment concerns and the property being in the flood plain. Commissioner Karen Roy-Guglielmi seconded with the vote being 4 ayes. Motion carries. Mr. Arn will inform the Town of Vernon of the Board's decision.

#### INFORMATIONAL:

NERC/NAHRO Mid-Winter Conference: A Basic Training for commissioner is offered at the Mid-Winter conference which is held in Westbrook, CT. After some discussion, no one from the Board was interested in attending. Mr. Arn is considering attending. Commissioner Karen Roy Guglielmi made a motion to pay Mr. Arn's expenses to attend the NERC/NAHRO Conference. Commissioner Ray Powers seconded with the vote being 4 ayes. Motion carries.

**EXECUTIVE SESSION:** At 2:11 pm, Commissioner Karen Roy-Guglielmi made a motion to go into Executive Session to discuss pending litigation. Commissioner Mike O'Neil seconded the motion with all voting in favor. Mr. Arn and Ms. Kruglik were invited to stay, Mr. Lappen left the meeting.

At 2:25 pm, return to regular session. Commissioner Karen Roy-Guglielmi made a motion to request the attorney to come and speak at the next meeting. Commissioner Nancy Osborn seconded with the vote being 4 ayes. Motion carries.

The next meeting will be the February regular meeting, which will be held on February 14, 2013 at 21 Court Street at 1:00 pm.

The January regular meeting was adjourned at 2:26 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