

REGULAR MEETING – December 3, 2015

Chairman Peter Olson called the combined November/December Regular Meeting of the Housing Authority to order at 1:06 pm. Attendance upon roll call:

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

ABSENT: Commissioners Nancy Osborn and Ray Powers.

PUBLIC COMMENT: None.

MINUTES: On a motion made by Commissioner Karen Roy-Guglielmi, the minutes of the Public Hearing 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 October 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 #63806-63933; Federal #22636-22716; Franklin Park East #1223-1232; Windermere Court #1270-1286; State #14661-14676; Voucher #47509-47584; Congregate #10915-10972 and Local #2642-2653. Motion carries. The Housing Authority's credit card invoice was reviewed and approved.

Cash Report: The Cash Balances were reviewed with the Board of Commissioners.

Occupancy Report: The Occupancy report was reviewed with the Board of Commissioners by Mr. Arn.

EXECUTIVE DIRECTOR'S REPORT:

Francis Pitkat Congregate Living Center: *Submitted by Mary Wheeler RSC*

The Health and Wellness Programs continue including: Weekly Exercise/Balance Program by the VNA; Monthly BP Clinic by the VNA; Monthly Foot Care Clinic by PEDI-CARE. Regularly Scheduled Activities: Shopping bus twice a week, board and card games, two jigsaw puzzles, bingo, movies, entertainment, monthly newsletter and monthly activity calendar, along with our weekly calendar, weekly menus, weekly trivia, sing-a-longs with Duncan every Sunday, and our monthly Birthday Celebration, including cake baked by our Chef. Friday afternoons our Attendant, Laurie Mangun, plays cards or crafts with the residents. Laurie has also added Gentle Yoga on Thursdays with such huge success we will be adding it on Wednesdays as well. Another favorite addition to Laurie's activities is the Price Is Right game. Laurie Mangun had a great turnout for her craft this month. They made decorative pumpkins for their apartments. Now that the holidays are rapidly approaching, we will be having crafts more often. Laurie and Mary took the residents to lunch at Golden Lamb Buttery in

Brooklyn Connecticut. The fall colors were exquisite, many of the residents shopped at the gift shop as well. Tony, our fulltime attendant Monday through Friday offers activities each week. Uno cards on Mondays, Thursdays is a movie night, and Friday is Bingo. On bingo nights, he rotates every other Friday with prizes or tickets. Tony buys a selection of prizes for the winners to choose from, and on every other week he has tickets he hands out to the winners, after 1 month the first and second place winners are given a Stop and Shop gift card. He will add other activities during the week whenever possible. On occasion, Tony brings in his projector, sets up a "movie theater" in the activity room, including candy, popcorn, and drinks! Entertainers this month included Mark Sherry, John Grundstrom, One Accord, and Chicago Joe. The therapy dog was a very sweet, "working" Australian Shepherd. The residents were able to learn about how he herds the sheep and cows on the farm. A very special treat in October is when the children come from Little School in the Country, all in costume and ready to sing for us. They all go home with a goody bag! This being an election year for our local mayor and other town positions; the Registrar of Voters was here with absentee ballots for the Residents that wished to vote. We were able to contact the food pantry for residents that may need extra help; we posted their bus schedule on our bulletin board. Each month we post the Vernon Senior Center Schedule as well as our Pitkat Congregate Newspaper with interesting articles, games and puzzles, the lunch menu and activity calendar. Some of the other postings added to the bulletin board are; The East West News, Town Council Meetings, as well as newsworthy articles or other local happenings that may interest our Residents. Once a month the Chef wants to meet with the Residents to go over their likes and dislikes with his menus. So far everyone loves his meals!

Francis Pitkat Congregate Living Center Renovations: We met with the architect to review the drawings and they are working on finalizing them to our needs and State requirements. We anticipate having the final drawings completed by year's end and we are awaiting word from the state on when we will receive our funds so that we can go out to bid.

State of Connecticut DOH-Housing Choice Voucher and Rental Assistance Programs: The Department went back on the rise again. The count was 1,074 which is up 7 from the previous month. We had one staff member resign from this department in October. We have advertised the position in the Hartford Courant and on Career Builder.com. We are having difficulty finding qualified applicants for the position. The department supervisor and staff have been working overtime to try and cover for the vacant position. We are also using a temp agency to help perform some of the minor duties needed in the department.

Local Section 8: The department ended October with a count of 284 vouchers which is the same as the previous month. We continue to work off the waiting list and issue vouchers to maintain our numbers. We are having issues maintaining our numbers because other housing authorities are absorbing our vouchers and some clients have moved out of town or no longer are on the program.

Maintenance: The maintenance crew continues to concentrate on the high number of vacancies and is doing a great job turning them over. They have completed the fall clean up and are prepping for the winter. We are using an outside contractor to do some of the larger maintenance items that need completion. They are patching and painting some damaged ceilings and repairing some minor roof leaks at FPE, FPW, Windermere Court and Grove Court. They are also replacing some gutters at Windermere.

Energy Performance Contract: The Board of Commissioners accepted the proposal from CTI Energy Services, LLC and authorized the commencement of the Energy Audit phase in October 2013. We submitted the energy performance contract approval from HUD on October 10, 2014. We submitted a low interest loan application to CHFA to finance this contract in September 2014 and closed on the \$1,633,768 loan on December 16, 2014. The installation of toilets, showerheads and aerators were completed in February 2015. The heat pumps arrived in June and installation will begin in July at Franklin Park East and were completed in August. Franklin Park West heat pumps were 90% complete at the end of October. The Lights arrived and the installation began in late August. 100% of Franklin Park East and West and Windermere and Court Towers apartments were completed by the end of October. Only some exterior lights at Franklin Park West and a few office lights at Court Towers remain. We received our first rebate payment from Eversource for over \$200,000 in October. This will be used to help pay for the energy improvement work.

Site Improvements at Franklin Park East and West: The board of commissioners awarded the contract to B&W Paving in the amount of \$266,034 in September 2104. The contract was signed in October and the construction will begin in the spring of 2015. The project started but has come to a standstill due to an issue on the drawings. One of the drawings has an incorrect scale which changes the quantities of parking lot rear access road and sidewalks significantly. The Board of Commissioners approved the change order to account for the error on the drawings in May. The contractor began working again in June. All of the sidewalks and paving work was completed by mid-August. The final landscaping and grass work has not been completed to our satisfaction and we are awaiting repairs before final acceptance.

OLD BUSINESS:

Designated Elderly Plan: Mr. Arn presented to the Board the Designated Elderly Plan which was previously submitted to HUD and rejected due to a clerical error. Ms. McComber made the appropriated changes. After some discussion, Commissioner Mike O'Neil made a motion to approve the Designated Elderly Plan in Resolution #387 which Commissioner Karen Roy-Guglielmi seconded. The vote was 2 ayes. Motion carries and Resolution #387 was accepted. Mr. Arn will submit to HUD.

NEW BUSINESS:

2016 Federal Budget: Ms. Kruglik gave an overview to the Board of the proposed 2016 Federal Budget. After some discussion, Commissioner Karen Roy-Guglielmi made a motion to accept Resolution 388 and approve the 2016 Federal Budget, Commissioner Mike O'Neil seconded with the vote being 2 ayes. Motion carries. Resolution 388 was resolved.

Performance Payments Recommendation: The Housing Authority has reached and or exceeded the goals set for this year, continuing to maintain 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 reviewed the recommended payment schedule and determined them to be fair. Commissioner Mike O'Neil made a motion to approve the schedule of Performance Payments to all employees. Commissioner Karen Roy-Guglielmi seconded with the vote being 2 ayes. Motion carries.

Write-off Uncollectible Tenant Accounts Receivables (TAR): The Leasing Agent provided to the Board a list of Tenant Account Receivables that was deemed uncollectible and request that these to be written off in December. After some discussion, Commissioner Karen Roy-Guglielmi made a motion to approve the write-off of uncollectible rents as of 12/31/2015. Commissioner Mike O'Neil seconded with the vote being 2 ayes. Motion carries.

RFP for Legal Services: Mr. Arn received 6 proposals for legal services. The Board would like to interview the top three qualified firms and tabled until a future meeting.

INFORMATIONAL:

The list of Meeting Dates provided to the Town Clerk; were distributed to the Board.

The Holiday Gathering will be December 18, 2015. The Board and Staff are invited.

The PHAS score was 99 out of 100; which is 'High Performer' status.

EXECUTIVE SESSION:

At 2:01 pm, Commissioner Mike O'Neil made a motion to go into Executive Session to discuss salary increases, Commissioner Karen Roy-Guglielmi seconded with the vote being 2 ayes. Mr. Arn and Mrs. Kruglik left the meeting.

At 2:06 pm, returned to Regular Meeting and Mr. Arn and Ms. Kruglik returned to the meeting. Commissioner Karen Roy-Guglielmi made a motion to approve the proposed salary increases, Commissioner Mike O'Neil seconded with the vote being 2 ayes. Motion carries.

The next meeting will be the January Regular Meeting which will be held on January 14, 2016 at 21 Court St at 1:00 pm.

The combined November/December Regular meeting was adjourned at 2:06 pm on a motion by Commissioner Mike O'Neil; seconded by Commissioner Karen Roy-Guglielmi with all voting in favor. Motion carries.

Executive Director