

REGULAR MEETING – July 9, 2015

Chairman Peter Olson called the combined July/August 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, Nancy Osborn and Raymond Powers, Executive Director Jeffrey Arn and Finance Manager Bobbi Kruglik.

ABSENT: None

PUBLIC COMMENT: None.

MINUTES: On a motion made by Commissioner Nancy Osborn, the minutes of the June Regular meeting were approved as read. Commissioner Karen Roy-Guglielmi seconded with the vote being 4 ayes. Motion carries.

BILLS: After review and discussion of the invoices paid, Commissioner Ray Powers made a motion to approve the payments. Commissioner Mike O'Neil seconded the motion with the vote being 4 ayes. The checks approved were: Revolving #63498-63552; Federal #22483-22516; Franklin Park East #1201-1204; Windermere Court #1238-1244; State #14634-14639; Voucher #47237-47238; Congregate #10793-10816 and Local #2617-2623. 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: 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 and balloons. Due to resident's request, we've added a weekly Walking Club. Last month Laurie taught the residents two new card games that they continue to enjoy. Laurie has also added Gentle Yoga on Thursdays with such huge success we will be adding it on Mondays as well. Another addition to Laurie's activities is the Price Is Right game and Wii bowling in the mornings twice a week. 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 they are given a Stop and Shop gift card. He will add other activities during the week whenever possible. Entertainers this month

included John Grundstrum, Guy Mackenzie, and a new singer Les Julian. Mark Sherry (The Laughter Pharmacist) was back for more healthy laughter. This month the therapy dog was an adorable Labradoodle. The residents love anytime we have special treats, so this month we had an ice cream social one afternoon. The average turnout for the day time activities each week is approximately 6 to 14, music draws the most. Utopia started this month, the transition went exceptionally well. Everyone seems to be getting to know each other and getting used to the new staff and routines. The fathers were treated to coffee, tea, fruit, and muffins on Father's Day morning. They were given a special ice cream treat after lunch. New washers and dryers were installed that use cards instead of coins. The residents are adjusting and are happy with the change.

Francis Pitkat Congregate Living Center Renovations: We applied for and received predevelopment design funding to complete the design for renovations that were identified in the recent Capital Needs Assessment of the Pitkat Center. The board held a special meeting on May 22nd to approve the loan documents. The Board of Commissioners voted to proceed with Quisenberry Arcari Associates to perform the design services needed to apply for the funding needed to complete the renovations. The design work and application were completed and submitted on April 20, 2015. We are now waiting to hear from the State to see if our application is approved. We received some questions regarding our application on May 26th and all questions were answered by June 5th ahead of the June 10th deadline.

State of Connecticut DOH-Housing Choice Voucher and Rental Assistance Programs: The Department went back on the rise again. The count was 1,058 which is up 8 from the previous month. This department continues to excel and has a positive cash flow and they are processing recertifications quicker and more efficiently.

Local Section 8: The department ended May with a count of 288 vouchers which is up 3 from my previous report. Letters were sent to the first thirty people from the new waiting list to begin the process of issuing them vouchers to increase our numbers in January. Twenty-two responded and of those seventeen were eligible and issued vouchers in February. Of the 17 vouchers issued 11 found apartments and leased up the rest of the vouchers have expired due to the clients not getting an apartment. Letters requesting updated information were sent to the next sixty families on the waiting list in March. 38 responded and of those 24 were eligible and received vouchers on June 18th.

Maintenance: The maintenance crew continues to concentrate on the high number of vacancies and is doing a great job turning them over. They are also keeping up with the lawn maintenance with the help of a temporary summer worker. The damaged caused by the ice damming in the winter has been quantified with the restoration contractor and the insurance company. We are using Belfor Restoration to repair the damages caused by the leaks. All of the repairs are complete.

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 contractor received bids for the heat pump installations at Franklin Park East West and Windermere. The bids came in higher than expected and they are currently working with the low bidder to find cost savings so that this portion of the work can proceed. We received the rebate amounts from Eversource in April which total \$538,270.52. We will now be able to move forward with the contract and install the heat pumps. The heat pumps arrived in June and installation will begin in July. The Lights are scheduled to arrive in July.

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. They have completed most of the new concrete sidewalk and have begun preparing 70% of the areas to be paved. Things are moving quickly and should be done by the end of July.

Non Profit: We have received the bid documents to construct the duplex at 72 Village Street and will be putting the project out for bid when schedule allows.

OLD BUSINESS: None
NEW BUSINESS:

Audit: Mr. Arn distributed the Audited Financial Statements for year end 12/31/2014 to the Board of Commissioner. There were no findings.

INFORMATIONAL:

The CONN/NAHRO Convention is scheduled August 30 to September 2 at Mohegan Sun Resort. Commissioners are invited to attend.

The next meeting will be the September Regular Meeting which will be held on September 10, 2015 at 21 Court St at 1:00 pm.

The combine July/August Regular meeting was adjourned at 1:41 pm on a motion by Commissioner Ray Powers; seconded by Commissioner Karen Roy-Guglielmi with all voting in favor. Motion carries.

Executive Director