

## REGULAR MEETING – June 11, 2015

Chairman Peter Olson called the June 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 and Raymond Powers, Executive Director Jeffrey Arn.

**ABSENT:** Commissioner Nancy Osborn

**PUBLIC COMMENT:** None.

**MINUTES:** On a motion made by Commissioner Karen Roy-Guglielmi, the minutes of the Annual meeting were approved as read. Commissioner Ray Powers seconded with the vote being 3 ayes. Motion carries. On a motion made by Commissioner Karen Roy-Guglielmi, the minutes of the May Regular meeting were approved as read. Commissioner Ray Powers seconded with the vote being 3 ayes. Motion carries. On a motion made by Commissioner Ray Powers, the minutes of the May Special meeting were approved as read. Commissioner Mike O'Neil seconded with the vote being 3 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 3 ayes. The checks approved were: Revolving #63421-63489; Federal #22446-22482; Franklin Park East #1196-1200; Windermere Court #1230-1237; State #14625-14633; Voucher #47237-47237; Congregate #10756-10792 and Local #2612-2616. 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. This month Laurie taught the residents a two new card games that they really enjoyed. Laurie has also added Gentle Yoga on Thursdays with such huge success we will be adding it on Mondays as well. She made special red, white, and blue lapel pins in honor of Memorial Day with the residents. Tony, our fulltime attendant Monday through Friday offer 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. He will add other activities during the week whenever possible. He has from 1 to as many as 12 residents for his activities. This month he had a special evening of planting seeds in pots they decorated. The residents are enjoying nurturing their new plants. Music this month included favorites, Country Duo, Laurie Festa, Silver Wolf, and John Grundstrum. We had a beautiful Labrador therapy dog. The average turnout for the day time activities each week is approximately 6 to 10. Music usually draws the most. We had a fantastic field trip to the Golden Lamb Buttery in Woodstock on the 16<sup>th</sup>. Fourteen residents went with our Attendant Laurie and RSC Mary. We played trivia games, sang, as well as several other activities on the bus during the trip, the residents loved it, can't wait for the next one! We received notice from the assisted living services provider Hebrew Community Services that they terminating our assisted living agreement effective June 1, 2015. We have executed a contract with Utopia Healthcare to take over these services on June 1, 2015.

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 22<sup>nd</sup> 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 26<sup>th</sup> and all questions were answered by June 5<sup>th</sup> ahead of the June 10<sup>th</sup> deadline.

State of Connecticut DOH-Housing Choice Voucher and Rental Assistance Programs: The Department went back on the rise again. The count was 1,050 which are up 4 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 285 vouchers which is up 1 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 9 have found apartments and leased up 1 is scheduled to lease up in June and 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 are eligible and ready to receive vouchers in June.

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.

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 and lights have been ordered and we are now waiting for delivery to install them.

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 will remobilize and begin work in June.

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: None

INFORMATIONAL:

Mr. Arn received a letter from DOH (Department of Housing) stating that the Congregate Management Plan and Services Budget was approved but cannot approve the subsidy requested until the State Budget is approved.

HUD did a HCV Program Administrative fee study.

Commissioner Ray Powers commented that the residents from the Franklin Park West requested that a Board meeting be scheduled there so they like to attend. After some discussion, a meeting in the fall will be schedule there. Mr. Arn will ask the Town Clerk to see if this will require a special meeting due to the change in venue.

Mr. Arn was approached by the Executive Director of the Ellington Housing Authority the possibility of the VHA to manage the Ellington housing program upon his retirement. Mr. Arn will investigate and discuss at a later meeting.

EXECUTIVE SESSION: At 1:25 pm, Commissioner Ray Powers made a motion to enter into Executive Session to discuss possible litigation. Commissioner Mike O'Neil seconded with the vote being 3 ayes. At 1:35 pm, returned to regular session.

The next Regular meeting will be the combined July/August Regular Meeting which will be held on July 9, 2015 at 21 Court St at 1:00 pm.

The June Regular meeting was adjourned at 1:36 pm on a motion by Commissioner Mike O'Neil; seconded by Commissioner Ray Powers with all voting in favor. Motion carries.

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Executive Director