

REGULAR MEETING – March 12, 2015

Chairman Peter Olson called the March Regular Meeting of the Housing Authority to order at 1:15 pm. Attendance upon roll call:

PRESENT: Chairman Peter Olson, Vice-Chairman Mike O'Neil, Commissioners Karen Roy-Guglielmi Raymond Powers, Executive Director Jeffrey Arn and Congregate Manager Judy Hyde.

ABSENT: Commissioner Nancy Osborn.

PUBLIC COMMENT: None

MINUTES: On a motion made by Commissioner Ray Powers, the minutes of the February Regular 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 Karen Roy-Guglielmi made a motion to approve the payments. Commissioner Ray Powers seconded the motion with the vote being 3 ayes. The checks approved were: Revolving #63183-63240; Federal #22324-22365; Franklin Park East #1175-1179; Windermere Court #1206-1211; State #14599-14606; Voucher #46953-47024; Congregate #10649-10682 and Local #2592-2597. 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: *Prepared by Mary Wheeler Resident Service Coordinator* 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, bingo, movies, entertainment, monthly newsletter and monthly activity calendar, along with our weekly calendar, weekly menus, weekly trivia and our monthly Birthday Celebration, including cake and balloons. Due to resident's request, we've added a weekly Walking Club. This month's entertainment also included sing-a-longs with Duncan. During the After Dinner Club get together on Wednesday the 18th, a resident brought part of his vast collection of music to share. Twice a week we continued showing, The Dean Martin Variety Show, it was a big hit with the residents. The VNA speaker this month was Patty Naegeli, she spoke about Changing Perspectives. We had a second visit with a therapy dog in training from Seeing Eyes for the Blind Organization. We continued with the weekly activities of games, the After

Dinner Club, Movie, Bingo, Crafts, and sing-a-longs with Duncan. Every Friday afternoon our Attendant, Laurie Mangun, plays cards or crafts with the residents. We had a very special treat for Valentine's Day. One of our resident's great granddaughters came in with a friend. They played Trivia, took pictures with props, made frames for the pictures, had snacks and a special musical guest, the Silk City Chorus. A great turnout and they couldn't say enough about how much they enjoyed it! In our continued effort to keep the lines of communication open, we met with the residents to discuss their concerns and desires for the property on February 17th.

We received notice from the assisted living services provider Hebrew Community Services that they terminating our assisted living agreement effective May 27, 2015. We will need to make a decision regarding the future of this program at the Pitkat Center.

Francis Pitkat Congregate Living Center Renovations: We anticipate applying for funding to complete needed renovations that were identified in the recent Capital Needs Assessment of the Pitkat Center. The Board of Commissioners voted to proceed with Quisenberry Arcari Associates to perform the design services needed to apply for this funding. We have begun working on the design and application for funding. A pre-development loan application was completed and submitted to the State to pay for the design and application process.

Local Section 8: The department ended February with a count of 280 vouchers is down one 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. We will be sending letters to the next sixty families on the waiting list in March.

State of Connecticut DOH-Housing Choice Voucher and Rental Assistance Programs: The Department continues to increase the voucher and certificate totals to 1,046 which is up 10 from the previous month. The two new part time clerical assistants are learning the program and providing support for the program coordinators. The addition of these workers and the new work stations is helping to keep up with the additional work of the growing program.

Maintenance: A water pipe froze in the attic of the Community Room at Windermere Court in December. The damage was contained to the Community Room but there is an extensive amount of repairs which has caused the Laundry Room to be closed. We hired Belfor Restoration to complete the repairs which was completed in February. Our crews continue to working tirelessly to keep up with the ever increasing snow fall totals. In addition to our own crew we have had to hire contractors to move the large piles of snow and to remove snow from roofs at Franklin Park and Grove Street. The large snow amounts and the freezing and thawing have created ice dams and subsequent water leaks at several Franklin Park East and West apartments. These leaks have continued and the additional snow falls have forced us to hire a contractor to clear the roofs a

second time. We are using Belfor Restoration to dry the apartments and they will do the repair work once they snow and ice dams are gone.

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. CTI began the onsite audit on December 30, 2013. CTI and their representatives completed the energy audit in April 2014. We submitted the energy performance contract to HUD in July 2014 and received approval 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 new low flow toilets, aerators and showerheads for the first phase of the energy improvement measures were delivered in December 2014. The installation of toilets, showerheads and aerators began in January. All of Franklin Park East, West and Windermere Court were completed in January. Court Towers was completed in February. 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.

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.

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:

Tuition Reimbursement Request: Ms. Betsy Soto submitted a tuition reimbursement application. Mr. Arn reviewed the Application and all requirements were met. After some discussion, Commissioner Mike O'Neil made a motion to approve the reimbursement for tuition for the two courses Ms. Soto completed. Commissioner Ray Powers seconded with the vote being 3 ayes. Motion carries. Mr. Arn will process payment.

NEW BUSINESS:

Congregate ALSA Services: As stated in the Executive Report; Mr. Arn was received notification that Hebrew Community Services is terminating their contract to provide ALSA services. The Board will need to decide if it still viable to provide this service. Current clients can get ALSA services thru private providers. Ms. Judy Hyde, Congregate Manager, is contacting two agencies left in the State that provide this service to see they are interested and will meet with them ASAP. Board decided to table till the next meeting to decide with more information provided.

Purchase of Furniture-Board Room: Mr. Arn presented to the Board an estimate to replace the Board room furniture. After some discussion, Commissioner Mike O'Neil made a motion to approve the purchase of table, chairs and bookcases for the Board Room. Commissioner Karen Roy-Guglielmi seconded with the vote being 3 ayes. Motion carries.

INFORMATIONAL:

Tenant Commissioner Election: Mr. Arn did not receive any signed petitions for the Tenant Commissioner seat on the Board. The current Tenant Commissioner, Ray Powers stated that he would like to renew his commission on the Board. Mr. Arn will proceed with the Town of Vernon to reconfirm.

Mr. Arn informed the Board that CRT will be renewing our Memorandum of Understanding to provide lunch three days a week at Court Towers and five days a week at Franklin Park.

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

The March Regular meeting was adjourned at 2:13 pm on a motion by Commissioner Karen Roy-Guglielmi; seconded by Commissioner Ray Powers with all voting in favor. Motion carries.

Executive Director