

REGULAR MEETING – May 14, 2015

Chairman Peter Olson called the May Regular Meeting of the Housing Authority to order at 1:16pm. Attendance upon roll call:

PRESENT: Chairman Peter Olson, Commissioners Karen Roy-Guglielmi, Nancy Osborn, Raymond Powers, Executive Director Jeffrey Arn, Finance Manager Bobbi Kruglik and Housing Program Manager Linda McComber.
ABSENT: Vice-Chairman Mike O'Neil

PUBLIC COMMENT: None.

MINUTES: On a motion made by Commissioner Ray Powers, the minutes of the April Regular meeting were approved as read. Commissioner Nancy Osborn 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 Nancy Osborn seconded the motion with the vote being 3 ayes. The checks approved were: Revolving #63322-63411; Federal #22405-22445; Franklin Park East #1187-1195; Windermere Court #1220-1229; State #14613-14624; Voucher #47089-47168; Congregate #10718-10755 and Local #2606-2611. 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.* 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. We've added a weekly Walking Club. Every Friday afternoon, the Attendant plays cards or crafts with the residents. Our fulltime second shift attendant offers activities each week. Uno cards on Mondays, Thursdays is a movie night, and Friday is Bingo. We have from 1 to as many as 12 residents for his activities. Music this month included a new performer; Christine Cooney. The Ellington Singers. Mark Sherry, the Laughter Pharmacist who teaches the benefits of laughter in our everyday health and wellbeing! This month we had 3 Papillion therapy dogs. Each resident had a chance to hold one. The VNA nurse gave a

talk about the causes and dealing with Dementia. The average turnout for the day time activities each week is approximately 6 to 10. Music usually draws the most. On the 14th we had a meeting with the designer to show resident's the proposed changes for Pitkat, in the event the state awards us money for improvements, as well as get some feedback and sign them up for a future committee to give input on the residents wishes and concerns with the upcoming project.

We received notice from the assisted living services provider Hebrew Community Services that they terminating our assisted living agreement effective May 27, 2015. We met with Utopia and Masonic Care the only two organizations that provide in house services like this in the state. Only Utopia was interested in providing these services for us and we have executed a contract with them to begin June 1, 2015. Hebrew Healthcare agreed to stay through the end of May to allow for a seamless transition.

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 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.

Local Section 8: The department ended March with a count of 284 vouchers which is up 4 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 3 are scheduled to lease up June 1st and 5 are still looking for apartments. Letters requesting updated information were sent to the next sixty families on the waiting list in March of those 38 responded. They are being processed and we anticipated releasing vouchers to them in June.

State of Connecticut DOH-Housing Choice Voucher and Rental Assistance Programs: The Department went back on the rise again. The count was 1,046 which is up 1 from the previous month. This department continues to excel and has a positive cash flow.

Maintenance: The damaged caused by the ice damning 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. We anticipate the repair work being completed in May. The maintenance crew is doing their best to keep up with the unusually high number of vacancies we have received recently. Grass cutting has begun for the season and spring clean-up has been completed.

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 totaled \$538,270.52. We will now be able to move forward with the contract and install the heat pumps.

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. We are currently working with the contractor and design professionals to come to an amicable solution.

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:

Congregate ALSA Services: Mr. Arn has signed a contract with Utopia for ALSA services. Utopia will start providing ALSA services June 1st.

NEW BUSINESS:

Congregate Management Plan and Services Budget: Ms. Kruglik gave an overview of both the proposed Management Plan and Services Budget to the Board. The Management Plan includes a Base Rent increase of \$40.00 for an efficiency and \$50.00 for a 1 bedroom. The Services Budget would increase the cost of Core Services \$770.00. After some discussion, The Board approved both plans in Resolution 385. Commissioner Karen Roy-Guglielmi made a motion to accept Resolution #385, approving the Congregate Management Plan and Services Budget. Commissioner Ray Powers seconded with the vote being 3 ayes. Motion carries and Resolution #385 was accepted.

Franklin Park West Designated Elderly Plan: Ms. McComber presented to the Board, the proposed Designated Elderly Plan for the Franklin Park West complex. After some discussion, Commissioner Nancy Osborn made a motion to approve the Designated Elderly Plan for Franklin Park West as Resolution #386. Commissioner Karen Roy-Guglielmi seconded with the vote being 3 ayes. Motion carries and Resolution #386 was resolved. The Plan will be submitted to HUD and there will be waiting period for comments.

Congregate Core Services: Mr. Arn received 3 proposals for Meal Services at the congregate facility to provide a better nutritional balanced menu and service. The low bidder is Glendale Senior Dining with \$157,208 and also seemed the best fit for the congregate facility. After some discussion, Commissioner Karen Roy-Guglielmi made a motion to accept the proposal from Glendale Senior Dining and enter into a contract to provide meal services at the congregate facility. Commissioner Nancy Osborn seconded with the vote being 3 ayes. Motion carries.

Additional Work & Change Order: It was discovered that there was an error on the drawings for the Franklin Park Site Improvements project, resulting in a change order for the additional costs. After some discussion, Commissioner Karen Roy-Guglielmi made a motion to approve the change order of \$153,068.68 in order to complete the project in a timely matter and to address getting compensation for the additional costs later. Commissioner Ray Powers seconded with the vote being 3 ayes. Motion carries.

INFORMATIONAL:

The SEMAP score for 2014 was 90% which is designated 'high performer' from HUD.

Mr. Arn received a Thank you letter from the Vernon Multi-Disciplinary Team for the \$1000 donation to sponsor the Seniorhood Fair in October.

Mr. Arn distributed the NECR/NAHRO Journal to the Board. The Summer Conference will be held June 21-24, 2015 in North Falmouth, MA.

The next Regular meeting will be the June Regular Meeting which will be held on June 11, 2015 at 21 Court St at 1:00 pm.

The May Regular meeting was adjourned at 2:44 pm on a motion by Commissioner Nancy Osborn; seconded by Commissioner Ray Powers with all voting in favor. Motion carries.

Executive Director