

REGULAR MEETING – October 8, 2015

Chairman Peter Olson called the October 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, Commissioners Karen Roy-Guglielmi, Ray Powers and Nancy Osborn, Executive Director Jeffrey Arn and Finance Manager Bobbi Kruglik.

ABSENT: None

PUBLIC COMMENT: None.

MINUTES: On a motion made by Commissioner Karen Roy-Guglielmi, the minutes of the September Regular meeting were approved as read. Commissioner Nancy Osborn seconded with the vote being 4 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 4 ayes. The checks approved were: Revolving #63746-63801; Federal #22600-22635; Franklin Park East #1220-1222; Windermere Court #1262-1269; State #14654-14660; Voucher #47436-47440; Congregate #10892-10914 and Local #2638-2641. 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: Congregate: *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, 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. She has Gentle Yoga on Thursdays and Mondays along with the Price Is Right game and Wii bowling in the mornings twice a week. She took the Residents on a special trip to Chez Josef, a dinner theater. They had a wonderful time and are looking forward to the next one. Tony, our fulltime 2nd shift attendant offers 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 the Country Duo, John Grundstrom, and Guy MacKenzie. The therapy dog in training with, Guiding Eyes for the Blind, returned for a visit to allow the residents to see her progress. The average turnout for the day time activities each week is approximately 10 to 17, music draws the most. We contacted the food pantry for residents that may need extra help and 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 for their reading enjoyment. Mayor Champagne came for a meet and greet with the Residents. He talked to them about the improvements happening around town and his plans for the future if he is re-elected. September 30th the VNA nurse was here for the annual Flu Clinic and blood pressure checks.

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. Quisenberry Arcari Associates completed 90% construction documents and the application for funding was completed and submitted on April 20, 2015. We received official notification from the Commissioner of housing that our application was approved August 12, 2015. We are now working towards completing the final bid documents with the Architect, tenants and staff all having input. We are hopeful that a closing for the funding will occur before the end of the year and construction can start in the spring of 2016.

State of Connecticut DOH-Housing Choice Voucher and Rental Assistance Programs: The Department went back on the rise again. The count was 1,067 which is up 5 from the previous month.

Local Section 8: The department ended August with a count of 284 vouchers which is up 1 from my previous report. We continue to work off the waiting list and issue vouchers to maintain our numbers. We leased up 7 new families in September but lost 6 that moved out of Vernon.

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. One of our maintenance workers resigned and we have hired a tenant from Franklin Park West who will start on October 12th. The hiring of tenants helps us to meet our Section 3 requirements with HUD.

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 as of the end of September all heat pumps were installed at Franklin Park East and Franklin Park West was 70% complete. The Lights arrived and the installation began in late August. 100% of Franklin Park East and West, 90% of Windermere and 95% of Court Towers were completed by the end of September.

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.

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:

2016 Management Plan: Ms. Kruglik gave an overview of the proposed 2016 Management Plan. There is no Base Rent increase in the plan. The Management Plan is effective January 1, 2016. After a review and discussion of the proposed Management Plan, Commissioner Mike O'Neil made a motion to approve the proposed Management Plan as presented as Resolution #386. Commissioner Nancy Osborn seconded with the vote being 4 ayes, no opposed. The motion carries and Resolution #386 was adopted.

Proposed Flat Rents: Mr. Arn gave the Board an overview of the proposed Federal Flat Rents effective 01/01/2016. After some discussion, Commissioner Karen Roy-Guglielmi made a motion to approve the proposed Federal Flat Rents as presented. Commissioner Ray Powers seconded with the vote being 4 ayes. Motion carries.

INFORMATIONAL:

Due to various employee separations with large HSA Employer contribution balances, a discussion on possible policy changes. The Board requested more information and table the item.

The next meeting will be the combine November/December Regular Meeting which will be held on December 3, 2015 at 114 Franklin Park West at 1:00 pm. The Town Clerk will be notified and post the meeting place change 30 days prior to the meeting date.

The October Regular meeting was adjourned at 2:06 pm on a motion by Commissioner Mike O'Neil; seconded by Commissioner Ray Powers with all voting in favor. Motion carries.

Executive Director