

## REGULAR MEETING – September 10, 2015

Chairman Peter Olson called the September Regular Meeting of the Housing Authority to order at 1:07 pm. Attendance upon roll call:

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

**ABSENT:** Commissioner Ray Powers

**PUBLIC COMMENT:** None.

**MINUTES:** On a motion made by Commissioner Nancy Osborn, the minutes of the combined July/August Regular meeting were approved as read. Commissioner Karen Roy-Guglielmi 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 Mike O'Neil seconded the motion with the vote being 3 ayes. The checks approved were: Revolving #63576-63742; Federal #22517-22599; Franklin Park East #1205-1219; Windermere Court #1245-1261; State #14640-14653; Voucher #47305-47374; Congregate #10817-10891 and Local #2624-2637. 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: *Submitted by Mary Wheeler RSC* Programs and activities continue including: Weekly Exercise/Balance Program by the VNA; Monthly BP Clinic by the VNA; Monthly Foot Care Clinic by PEDI-CARE. 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 baked by our Chef. Every Friday afternoon our Attendant, Laurie Mangun, plays cards or crafts with the residents. 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 2<sup>nd</sup> shift attendant Monday through Friday offers activities each week. Uno cards on Mondays, Thursdays is a movie night, and Friday is Bingo. 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 Christine Cooney, John Grundstrom, a new entertainer, Chicago Joe. We had the Laughter Pharmacist back for more healthy laughter. This month the

therapy dog was a not so well known breed, a Clumber Spaniel. The average turnout for the day time activities each week is approximately 10 to 17, music draws the most.

The food pantry was contacted for residents that may need extra help their bus schedule is now posted 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. Due to the two heatwaves recently, we have put much emphasis on hydration! Not only are we constantly reminding our residents to drink extra water, we handed out and posted information sheets on dehydration and heat stroke. On August 11<sup>th</sup> we held a meeting with the Residents to keep the lines of communication open. They expressed that they are very happy with the food! We have had some issues with the tables being crowded for passing through with walkers, as well as serving the food. We have moved the tables, it seems to be much better.

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 1,062 which is up 4 from the previous month. An audit of the files and monitoring visit was completed by the State of Connecticut Department of Housing in August. The program received an exceptional review as evident in the correspondence dated September 3, 2015. There were no findings and the reviewer commented on how complete and in order the files are kept.

Local Section 8: The department ended August with a count of 283 vouchers which is down 5 from my previous report. We continue to work off the waiting list and issue vouchers to maintain our numbers. We had 13 people come off the program when a few housing authorities absorbed vouchers lowering our numbers in spite of leasing up 8 new families. We have 11 voucher holders out looking for apartments at this time.

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 are looking for a replacement.

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 August all heat pumps were installed at Franklin Park East and Franklin Park West was 50% complete. The Lights arrived and the installation began in late August. 90% of Franklin Park East and West and 50% of Windermere was completed at the end of August. Court Towers will be completed in 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:

Designated Elderly Plan-FPW: Ms. Linda McComber informed the Board that the Designated Elderly Plan was sent to HUD. HUD didn't approve The Plan as a renewal, too much time has lapsed since the last plan. HUD requested that a new Plan be submitted. Ms. McComber is starting the process of contacting residents for comments then will post a public notice.

#### NEW BUSINESS:

Proposed Payment Standard: Ms. McComber gave the Board an overview of the proposed Payment Standard effective 01/01/2016. After some discussion, Commissioner Karen Roy-Guglielmi made a motion to approve the proposed Payment Standard as presented. Commissioner Nancy Osborn seconded with the vote being 3 ayes. Motion carries and the Payment Standard was adopted.

#### INFORMATIONAL:

SSHP Grant Award: Mr. Arn received the Award letter stating that 3.9 million in funding was awarded to Pitkat Congregate Living Center for capital improvements.

DOH Section 8: Mr. Arn received a letter of the results of the Monitoring visit of the State of CT DOH Section 8 Voucher and RAP Program. Program documentation indicated that the services provided are compliant and there were no findings.

Town Clerk: Mr. Arn received an email from the Town Clerk regarding changing the Board Meeting location. Town Clerk requested a month's notice for the change.

At 1:45 pm, Donna Webber arrived at the Meeting.

ROSS Grant Application: Ms. McComber gave an overview of the ROSS Grant Application to the Board. These funds are for the Resident Services Coordinator position. Ms. Webber gave an overview of her duties as the Resident Services Coordinator. The grant is for \$200,000 over 3 years, one provision of the grant is to obtain \$15,000 of inkind services from local providers. McComber sent in the application and now it's in a lottery.

At 2:00 pm, Linda McComber and Donna Webber left the meeting.

PILOT Payment: Mr. Arn will present the PILOT payments to the Town at the next Town Council Meeting. Board members are welcome to attend.

At 2:01 pm, Commissioner Karen Roy-Guglielmi made a motion to enter into Executive Session to discuss a Personnel Matter. Commissioner Mike O'Neil seconded with the vote being 3 ayes. Mr. Arn was invited to stay, Ms. Kruglik left the meeting.

At 2:09 pm, Ms. Tawny Pho was invited into the Executive Session.

At 2:14 pm, Return to Regular Session. Ms. Pho left the meeting. Ms. Kruglik returned to the meeting. Commissioner Nancy Osborn made a motion to approve Ms. Pho to carry over unused earned time into 2016 to use within 60 days of the birth. Commissioner Karen Roy-Guglielmi seconded the motion with the vote being 3 ayes. Motion carries.

The next meeting will be the Public Hearing and October Regular Meeting which will be held on October 8, 2015 at 21 Court St starting at 12:45 pm.

The September Regular meeting was adjourned at 2:16 pm on a motion by Commissioner Karen Roy-Guglielmi; seconded by Commissioner Mike O'Neil with all voting in favor. Motion carries.

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Executive Director