

REGULAR MEETING – July 14, 2016

Chairman Peter Olson called the combined July/August Regular Meeting of the Housing Authority to order at 1:03 pm. Attendance upon roll call:

PRESENT: Chairman Peter Olson, Vice-Chairman Mike O'Neil, Commissioners Karen Roy-Guglielmi, Ray Powers and Glenn Tarro, Executive Director Jeffrey Arn and Finance Manager Bobbi Kruglik.

ABSENT: None.

PUBLIC COMMENT: None.

MINUTES: On a motion made by Commissioner Ray Powers, the minutes of the June Regular meeting were approved as read. Commissioner Karen Roy-Guglielmi 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 #64415-64496; Federal #22965-23000; Franklin Park East #1279-1284; Windermere Court #1338-1347; State #14736-14744; Voucher #48081-48171; Congregate #11162-11192 and Local #3016-3026. 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*
The Health and Wellness Programs continue including: Weekly Exercise/Balance Program by the VNA, Monthly BP Clinic by the VNA, and a monthly Foot Care Clinic provided by Pedi-Care. The visiting nurse gave a presentation on Keeping Connected through Communication. Regularly Scheduled Activities: Shopping bus twice a week, board and card games, two jigsaw puzzles, Bingo, movies, special entertainers, weekly trivia challenges and postings, "Sing-a-long" with Duncan on Sundays, and our monthly Birthday Celebration, including a cake baked by our Chef. For Father's day the Chef made a very special lunch! We gave all the father's a gift from the staff. Friday afternoons our Attendant, Laurie Mangun, plays cards or makes crafts with the Residents. Laurie also leads Gentle Yoga on Thursdays with such huge success that the Residents are asking to have it more often. Another favorite of Laurie's activities is her special version of the Price Is Right game. Friday afternoon's Laurie plays cards with the residents; the winner receives a Stop and Shop gift card. Friday nights in June Laure had movie night, with drinks and snacks! The residents loved that, huge attendance every time! Laurie's knitting club for charities is a huge success! The

residents are making hats, scarfs, and lap blankets for hospitals and local Nursing Homes. During the knitting club the Residents enjoy sharing stories about their lives. Entertainers this month included the following singers: Tony Rarus, and Les Jullian. We had a fantastic pianist, Stephen Page. Our therapy dog this month was a return visit with Jake, a sweet Labradoodle. We have started offering adult coloring on Saturday afternoons; the residents enjoy the relaxing nature of it, as well as a chance to chat with each other. Our Bulletin Board is full of helpful information, including the Residents; weekly Bus Schedule, the monthly Vernon Senior Center Schedule, the food pantry schedule, our Pitkat Congregate Newspaper with interesting articles, games and puzzles, the weekly Lunch Menu and weekly/monthly Activity Calendars. The House Manager, Judy Hyde, held a meeting with Residents to discuss upcoming changes and events at Pitkat. The Amendment to the Lease letters were given out and reminders that the yearly air conditioner fee is due July 1. We also have a monthly meeting between the Chef and the Residents.

Staffing Update: We received notice that our long time third shift attendant was retiring. We also had the abrupt resignation of our second shift attendant. In order to avoid scheduling issues and to help constrain costs we issued an RFP to have these two shifts covered by an outside agency. The VHA Board of Commissioners awarded the second and third shift attendant contract to Aron Security. They are scheduled to start July 1st. Due to the departure of one of the housekeepers we have hired a cleaning company to perform the housekeeping duties on a trial basis.

Francis Pitkat Congregate Living Center Renovations: The project is currently out for bid. A pre-bid walk-through was held June 27, 2016 and the bids are scheduled to be opened on July 20th.

State of Connecticut DOH-Housing Choice Voucher and Rental Assistance Programs: The Department finished June with 1,128 vouchers and RAP certificates which are down four from the previous month. We are trying another new temp to hire person and are hoping for a good fit.

Local Section 8: The department ended June with a count of 299 vouchers which is up four from May. We continue to work off the waiting list and issue vouchers to maintain our numbers. We have 6 voucher holders looking for apartments.

Maintenance: The maintenance crew continues turning the high number of vacancies which has required some overtime. On February 25th at Franklin Park East we had a large tree fall on one of the apartment buildings. The tree caused damage to one apartment. The tenant has been permanently relocated to another apartment and Belfor restoration is working on repairing the damage. The asbestos abatement was performed in May and the restoration work began in June.

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 at Franklin Park East and were completed in August. Franklin Park West heat pumps were 100% complete and the Windermere heat pumps were 100% complete at the end of January. The Lights arrived and the installation began in late August. 100% of Franklin Park East and West and Windermere and Court Towers apartments were completed by the end of October. We received our first rebate payment from Eversource for over \$200,000 in October and we received two more payments totaling approximately \$300,000. This will be used to help pay for the energy improvement work. We also agreed to some more energy conservation measures with Eversource which will bring our rebate totals to over \$600,000. We have ordered new energy efficient refrigerators for all the apartments and received shipment for Windermere Court in March and Court Towers in April. The refrigerators were delivered and installed at Franklin Park East and West in May.

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. Some of the final landscaping and grass work was addressed in June.

Automatic Door Installations at Federal Properties: We received proposals for architectural services to design the replacement of the common entrance doors at our federal properties with power assisted automatic doors. The low proposal was from Capital Studio Architects and we have engaged them to complete this design work. The architect has visited the site twice to review our requirements and design is nearly complete. The project is currently out to bid and bids were scheduled to be received on June 30th. However, due to questions from bidders the bid was postponed until July 12th.

PUBLIC COMMENT: At 1:22 pm, Mr. Hasnain A. Zia arrived and stated that he would like to observe the meeting.

OLD BUSINESS: None.

NEW BUSINESS:

Resolution-Congregate Rehabilitation: Commissioner Karen Roy-Guglielmi made a motion to accept the following resolution: The Vernon Housing Authority Board of Commissioners hereby approves that Jeffrey S. Arn, Executive Director is directed to

execute and file all applicable and required documents, contracts and related agreements in association with the Department of Housing of the State of Connecticut funding for the rehabilitation of the Francis J. Pitkat Congregate Living Center. This authorization shall be in full force and effect immediately and shall extend through the completion of the rehabilitation and all funding has been received and disbursed. Commissioner Ray Powers seconded with the vote being 4 ayes. Motion carries and Resolution #390 was accepted.

Cleaning Service Proposals: Mr. Arn received three proposals for the light housekeeping and cleaning of common areas at the Congregate facility. The low bidder was Admiral Cleaning and Maintenance, Inc. of South Windsor with a monthly rate of \$1,398.00. Commissioner Mike O'Neil made a motion to accept the bid proposal from Admiral Cleaning and Maintenance to provide cleaning services at the Congregate. Commissioner Glenn Tarro seconded with the vote being 4 ayes. Motion carries.

Admissions & Continued Occupancy Plan (ACOP) and Administration Plan proposed changes: As a result of a HUD Notice released regarding using criminal records to determine eligibility, the proposed changes to the ACOP and Administration Plan are needed. After some discussion, Commissioner Karen Roy-Guglielmi made a motion to accept and approved the proposed changes to the ACOP as presented. Commissioner Ray Powers seconded with the vote being 4 ayes. Motion carries. Commissioner Mike O'Neil made a motion to accept and approved the proposed changes to the Administrative Plan as presented. Commissioner Karen Roy-Guglielmi seconded with the vote being 4 ayes. Motion carries.

Automatic Entry Door Bids: Mr. Arn received two bids for the Automatic Entry Doors to be installed at three properties. The low bidder was Automatic Door Systems, Inc. of Wallingford in the amount of \$37,812. After some discussion, Commissioner Ray Powers made a motion to accept the bid of \$37,812 from Automatic Doors Systems, Inc. Commissioner Glenn Tarro seconded with the vote being 4 ayes. Motion carries.

INFORMATIONAL:

Public Housing Assessment System Designation: The PHAS score was 96 out of 100 possible points. With this designation, the Housing Authority is considered a 'High Performer'.

Tenant Picnics: Three tenant picnics have been scheduled in July and August. The Board is welcomed to attend.

CONN/NAHRO Convention: The CONN/NAHRO Convention is scheduled for August 28 -31st. Mr. Arn and key staff members plan on attending. Commissioners are welcomed to attend.

EXECUTIVE SESSION: None

The next meeting will be the September Regular Meeting which will be held on September 8, 2016 at 21 Court St. at 1:00 pm.

The combined July/August Regular meeting was adjourned at 1:57 pm on a motion by Commissioner Mike O'Neil; seconded by Commissioner Karen Roy-Guglielmi with all voting in favor. Motion carries.

Executive Director