

## REGULAR MEETING – June 9, 2016

Chairman Peter Olson called the June Regular Meeting of the Housing Authority to order at 1:04 pm. Attendance upon roll call:

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

ABSENT: Commissioner Ray Powers.

PUBLIC COMMENT: None.

MINUTES: On a motion made by Commissioner Mike O’Neil, the minutes of the Annual meeting were approved as read. Commissioner Glenn Tarro seconded with the vote being 3 ayes. Motion carries. On a motion made by Commissioner Karen Roy-Guglielmi, the minutes of the May Regular meeting were approved as read. Commissioner Glenn Tarro 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 Glenn Tarro seconded the motion with the vote being 3 ayes. The checks approved were: Revolving #64340-64409; Federal #22932-22964; Franklin Park East #1273-1278; Windermere Court #1331-1337; State #14728-14735; Voucher #48000-48004; Congregate #11133-11161 and Local #3010-3015. 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. 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. 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. 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: Chicago Joe, Country Duo,

Silver Wolf, and Guy Mackenzie. Our therapy dog this month was a sweet Sheltie. Our Bulletin Board is full of helpful information, including the Residents; weekly Bus Schedule, the monthly Vernon Senior Center Schedule, our Pitkat Congregate Newspaper with interesting articles, games and puzzles, the weekly Lunch Menu and weekly/monthly Activity Calendars. Some of the other postings I frequently add to the Bulletin Board are: The East West news, Town Council Meeting schedule, and newsworthy articles or other local events that may interest our Residents. A posting was added for the Drug Drop Off boxes that will be placed in the local Police barracks. Now with spring and summer arriving we are reminding them to get outside and enjoy the fresh air and sunshine...so important for our mental wellbeing. We are continuing to remind them to stay hydrated!

Laurie took a group of Residents to Fox Hill nursing home to visit the friends that used to live here and make some new ones. They had a fabulous time, we are thinking about doing these trips more often. Next time she wants to take them to Woodlake of Tolland followed by Vernon Manor.

**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. We received four proposals from security companies which are addressed on this month's Board Agenda.

**Francis Pitkat Congregate Living Center Renovations:** We continue to meet with the architect to review the drawings and they are working on finalizing them to our needs and State requirements. They were resubmitted to the state in December. The final drawings were completed to the state reviewer's satisfaction and we have been informed that our project will be on the agenda for the March Bonding Commission meeting. We finally received approval by the bonding committee in May. We are scheduled to go out to bid June 13<sup>th</sup>!

**State of Connecticut DOH-Housing Choice Voucher and Rental Assistance Programs:** The Department finished May with 1,132 vouchers and RAP certificates which is unchanged from the previous month. Our new employee is fitting in nicely however due to the continued growth of the program we are going to add another fulltime position. We tried two temp to hire people in May but have not found the right fit yet.

**Local Section 8:** The department ended December with a count of 295 vouchers which is up one from May. We continue to work off the waiting list and issue vouchers to maintain our numbers. We have 15 voucher holders looking for apartments. The new inspection company started in May.

**Maintenance:** The maintenance supervisor was on medical leave for a stretch in May which has put us behind on turning the high number of vacancies. On February 25<sup>th</sup> 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 we are waiting for the final numbers to perform the restoration.

**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. The final landscaping and grass work is scheduled to be 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 will be received on June 30<sup>th</sup>.

#### **OLD BUSINESS:**

**2015 Annual Report:** Mr. Arn handed out the 2015 Annual Report to the Board. After review, a few corrections were made. Commissioner Karen Roy-Guglielmi made a motion to accept and approve the corrected 2015 Annual Report, Commissioner Mike O'Neil seconded with vote being 3 ayes. Motion carries.

**NEW BUSINESS:**

Congregate-Security Company Proposal: Due to recent staffing changes, Mr. Arn requested proposals from Security Companies for staffing the Front Desk Attendant position for the 2<sup>nd</sup> and 3<sup>rd</sup> shifts. This is the trend with most Congregate Facilities. Upon reviewing of the 4 proposals submitted, Aron Security was the low bidder. After some discussion, Commissioner Karen Roy-Guglielmi made a motion to accept the proposal and enter into a contract with Aron Security to provide staffing as needed. Commissioner Mike O'Neil seconded with the vote being 3 ayes. Motion carries.

**INFORMATIONAL:** None

**EXECUTIVE SESSION:** None

The next meeting will be the combined July/August Regular Meeting which will be held on July 14, 2016 at 21 Court St. at 1:00 pm.

The June Regular meeting was adjourned at 1:40 pm on a motion by Commissioner Karen Roy-Guglielmi; seconded by Commissioner Glenn Tarro with all voting in favor. Motion carries.

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Executive Director