

REGULAR MEETING – March 10, 2016

Chairman Peter Olson called the March 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, Glenn Tarro and Ray Powers, Nancy Osborn, 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 February Regular meeting were approved as read. Commissioner Mike O'Neil seconded with the vote being 4 ayes. Motion carries.

BILLS: After review and discussion of the invoices paid, Commissioner Karen Roy-Guglielmi made a motion to approve the payments. Commissioner Ray Powers seconded the motion with the vote being 4 ayes. The checks approved were: Revolving #64109-64172; Federal #22803-22843; Franklin Park East #1252-1258; Windermere Court #1305-1315; State #14700-14710; Voucher #47712-47783; Congregate #11048-11066 and Local #2683-2696. 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. Karla Vince from VNA came to talk to the Residents about forgetfulness. 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. This month Laurie started a knitting club for charities; the residents will be making hats, scarfs, and lap blankets for hospitals and local Nursing Homes. Tony, our fulltime evening Attendant, offers scheduled activities each week: Monday is Uno card game night, Thursday is movie night, and Friday is Bingo night. He adds other activities during the week whenever possible. Entertainers this month included the following singers: Country Duo, Guy Mackenzie, John Grundstrom, and Tony Rarus.

Our therapy dog this month was a beautiful King Charles spaniel. Some other added events this month were: a party with cookies, drinks, and games for Valentine's Day. We awarded the prize for the winner of the "guess how many candies" in the jar. We had a presentation and discussion with the interior designer about the upcoming renovations to Pitkat. In order to improve communication between staff and the Residents, we have scheduled an open monthly meeting with the Chef and Residents.

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. This should be the final step to allow us to go out to bid.

State of Connecticut DOH-Housing Choice Voucher and Rental Assistance Programs: The Department continues to grow steadily. They finished January with 1,107 vouchers and RAP certificates which are up 14 from the previous month. We continue to work to fill the vacant position in the department. We have filled the vacant position and the new employee will begin February 8th. Due to the continued growth of the program we are considering adding another fulltime position. The department supervisor and staff continue working overtime to cover for the vacant position and increased workload.

Local Section 8: The department ended December with a count of 287 vouchers which down two from the previous month. We continue to work off the waiting list and issue vouchers to maintain our numbers. We are having issues increasing our numbers because other housing authorities are absorbing our vouchers and some clients have moved out of town or no longer are on the program.

Maintenance: The maintenance crew continues to concentrate on the high number of vacancies and is doing a great job turning them over. We had only one weather event that required snow removal in February. This has continued to allow the crew to address maintenance items that have been delayed. 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.

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 they are scheduled for delivery in March.

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.

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 design work has begun and should be completed in March.

OLD BUSINESS: None.

NEW BUSINESS:

Congregate Base Rent Increase: Mr. Arn will propose a \$10.00 increase in the base rent in the 2016/2017 Management Plan. Due to the anticipated growing operating costs at the congregate facility, an increase in the base rent is needed. With this increase; the base rent for an efficiency apartment will be \$430.00 and \$500.00 for a one bedroom. After some discussion, Commissioner Karen Roy-Guglielmi made a motion to approve the increase of \$10 in the base rent at the congregate facility. Commissioner Mike O'Neil seconded with the vote being 4 ayes. Motion carries. A tenant meeting will be held later this month for tenant comments.

INFORMATIONAL:

Mr. Arn received a letter from the DOH Program Supervisor regarding a personnel matter. The Board decided to table to the next meeting to discuss in Executive Session.

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

The March Regular meeting was adjourned at 1:41 pm on a motion by Commissioner Mike O'Neil; seconded by Commissioner Ray Powers with all voting in favor. Motion carries.

Executive Director