

REGULAR MEETING – October 13, 2016

Chairman Peter Olson called the October 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 Betsy Soto.

ABSENT: None.

PUBLIC COMMENT: None.

MINUTES: On a motion made by Commissioner Ray Powers, the minutes of the September 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 Glenn Tarro seconded the motion with the vote being 4 ayes. The checks approved were: Revolving #64621-64693; Federal #23065-23106; Franklin Park East #1297-1303; Windermere Court #1364-1373; State #14761-14769; Voucher #48344-48361; Congregate #11243-11277 and Local #3044-3057. 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: Adult coloring, shopping bus twice a week, board and card games, two jigsaw puzzles, Bingo, movies, special entertainers, weekly trivia challenges and postings 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 and exercise class on Wednesdays, 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 started a knitting group for charities, it is a huge success! The residents are making hats, scarfs, and lap blankets for hospitals and local Nursing Homes. The Residents now enjoy sharing stories about their lives and discussing current events at the scheduled Social Gathering every other Friday. Duncan came several times for a sing-a-long. Kala, from

Utopia Assisted Living, played jeopardy with the Residents; she handed out prizes and brought cookies and drinks. We had two special trips; one to Middlebury Consignment for lunch and shopping, the second to the theater to watch the movie, "Sully". The Residents love these outings; the bus ride is always a huge part of the enjoyment, with games, singing, jokes, and much laughter. The House Manager, Judy Hyde, held a meeting with Residents to discuss any changes and upcoming events at Pitkat. We continue to have a monthly meeting between the Chef and the Residents to assure they continue to enjoy their daily meals and options.

Francis Pitkat Congregate Living Center Renovations: The project was publicly bid. A pre-bid walk-through was held June 27, 2016 and the bids were opened on July 20th. Two bids were received and the low bid from Naek Construction was for \$3,762,000. This bid is \$767,490 over the construction budget. We have been working with the Department of Housing to find a way to fully fund the project. Unfortunately, they have not been able to find enough additional funds to cover the overage. Due to this fact, we have been trying to value engineer the project with the low bidder. Unfortunately, they have not given us viable options to save enough money and still get the project we need. We are going to have to rebid the project.

State of Connecticut DOH-Housing Choice Voucher and Rental Assistance Programs: The Department finished September with 1,118 vouchers and RAP certificates which is down five from the previous month. The temporary to hire staff person is doing well and we may hire her permanently.

Local Section 8: The department ended September with a count of 300 vouchers which is down one from August. We continue to work off the waiting list and issue vouchers to maintain our numbers.

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 is completed. The buildings at Grove Court were power washed and several of the stained roofs were cleaned. We have scheduled for the parking lots to be restriped at Grove Court, Court Towers and Windermere Court in October. We had a water leak at 21 Ward Street causing some water damage to the apartment and the Police outreach station below.

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. We are awaiting the installation of the solar panels at the Franklin Park Laundry Room.

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 contractor has not returned to complete the final punch list items we are going to move to keep enough money to complete the work and pay for it from the balance of the money we owe them.

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 was publicly bid and bids were received July 12th. The board of commissioners awarded the bid to the low bidder Automatic Door Systems, Inc. of Wallingford, CT in the amount of \$37,812. The contract was executed August 2, 2016. The work began in September and has been completed except for punch list.

OLD BUSINESS: None

NEW BUSINESS:

2017 Management Plan: Mr. Arn gave an overview of the proposed 2017 Management Plan for the State property. The Management Plan has a Base Rent Increase which was approved at the last meeting. The Tenant meeting was well attend with no adverse comments. After some discussion, Commissioner Karen Roy-Guglielmi made a motion to approve the proposed Management Plan for 2017 as Resolution #391.

Commissioner Mike O'Neil seconded with the vote being 4 ayes. Motion carries and Resolution #391 was accepted.

Flat Rent: Mr. Arn gave the Board the proposed Flat Rents for the Federal Housing Properties. These would be effective January 1, 2017. After some discussion, Commissioner Mike O'Neil made a motion to approve the proposed Flat Rents to be effective 01/01/2017. Commissioner Ray Powers seconded with the vote being 4 ayes. Motion carries.

Payment Standard: Mr. Arn gave the Board the proposed Payment Standard for the Federal Section 8 Program. These would be effective January 1, 2017. After some discussion, Commissioner Ray Powers made a motion to approve the proposed Payment Standard to be effective 01/01/2017. Commissioner Karen Roy-Guglielmi seconded with the vote being 4 ayes. Motion carries

INFORMATIONAL:

PILOT Payment: Mr. Arn will present the PILOT Payments to the Town Council at their next meeting on November 1, 2016. The Board Members are invited to attend.

EXECUTIVE SESSION: None

The next meeting will be the Public Hearing on November 15, 2016 and the Combined November/December Regular Meeting which will be held on December 1, 2016 at 21 Court St. at 1:00 pm.

The October Regular meeting was adjourned at 1:57 pm on a motion by Commissioner Mike O'Neil; seconded by Commissioner Ray Powers with all voting in favor. Motion carries.

Executive Director