

REGULAR MEETING – September 8, 2016

Chairman Peter Olson called the September Regular Meeting of the Housing Authority to order at 1:06 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 Karen Roy-Guglielmi, the minutes of the combined July/August Regular meeting were approved as read. Commissioner Ray Powers 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 Glenn Tarro seconded the motion with the vote being 4 ayes. The checks approved were: Revolving #64500-64619; Federal #23001-23064; Franklin Park East #1285-1296; Windermere Court #1348-1396; State #14745-14760; Voucher #48172-48268; Congregate #11193-11242 and Local #3027-3043. 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: 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, "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 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. During the knitting group the Residents enjoy sharing stories about their lives and discussing current events. Entertainers this month; Silver Wolf sang, Kala from Utopia Assisted Living played jeopardy with the Residents,

she handed prizes and brought cookies and drinks. Our therapy dog this month was a Golden Retriever. 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. 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. We also have information about the Farmer's Market. I posted the International Do Not Call number on our bulletin board as well. Now that summer is here, we are reminding them to get outside and enjoy the fresh air and sunshine...so important for our mental wellbeing. Many of the residents went to the picnic that the Housing Authority held at Franklin Park West. The House Manager, Judy Hyde, held a meeting with Residents to discuss any changes and events at Pitkat. We continue to have a monthly meeting between the Chef and the Residents.

Francis Pitkat Congregate Living Center Renovations: The project was publically 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 are working with the Department of Housing to find a way to fully fund the project. If not we will have to either value engineer the project with the low bidder or rebid the project.

State of Connecticut DOH-Housing Choice Voucher and Rental Assistance Programs: The Department finished June with 1,123 vouchers and RAP certificates which is down five from the previous month. We are trying another new temp to hire person and she is working out well so far.

Local Section 8: The department ended August with a count of 301 vouchers which is up three from July. We continue to work off the waiting list and issue vouchers to maintain our numbers. We have reached out to the next 60 people on the waiting list to update their information so they will be ready to go.

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 nearly completed. The two summer helpers have returned to school.

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. We continue to have some issues with heat pumps at FPW and Windermere.

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 was publically 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 and the work is scheduled to begin in September.

OLD BUSINESS:

Revised Resolution-Congregate Rehabilitation: The name CHFA was added to the Resolution authorizing Mr. Arn to execute contracts for the Congregate Rehabilitation Grant. After some discussion, Commissioner made a motion to revise Resolution #390 to include CHFA. Commissioner Mike O'Neil seconded with the vote being 4 ayes. Motion carries and Resolution #390 was revised.

NEW BUSINESS:

2015 Audit: Mr. Arn distributed to the Board the completed 2015 Audit for their perusal. There were no findings.

Rockville Downtown Association Membership: Mr. Arn received a membership request to The Rockville Downtown Association. Commissioner Ray Powers commented that the Association could give the Housing Authority an opportunity to expand exposure in the Community. After some discussion, Karen Roy-Guglielmi made a motion to approve the membership to the RDA. Commissioner Ray Powers seconded with the vote being 4 ayes. Motion carries.

Training Request: Ms. Soto, DOH Program Supervisor, requested approval to attend two training courses which required travel expenses. After some discussion, the Board decided to approve the training and travel expenses for HVC Executive Management Course and Certification on a motion made by Commissioner Karen Roy-Guglielmi and seconded by Commissioner Mike O'Neil. The vote was 3 ayes and 1 opposed. The training for Reasonable Accommodation was denied because this training is also offered by CONN-NAHRO periodically.

INFORMATIONAL:

Mr. Arn and several staff members attended the CONN-NAHRO Conference. There were several good sessions.

EXECUTIVE SESSION: None

The next meeting will be the October Regular Meeting which will be held on October 13, 2016 at 21 Court St. at 1:00 pm.

The September Regular meeting was adjourned at 2:00 pm on a motion by Commissioner Mike O'Neil; seconded by Commissioner Ray Powers with all voting in favor. Motion carries.

Executive Director