

REGULAR MEETING – April 13, 2017

Chairman Peter Olson called the April Regular Meeting of the Housing Authority to order at 1:00 pm. Attendance upon roll call:

PRESENT: Chairman Peter Olson, Commissioners Ray Powers and Glenn Tarro, Executive Director Jeffrey Arn and Bobbi Kruglik.

ABSENT: Vice-Chairman Mike O'Neil and Commissioner Karen Roy-Guglielmi.

PUBLIC COMMENT: None.

MINUTES: On a motion made by Commissioner Ray Powers, the minutes of the March Regular meeting were approved as read. Commissioner Glenn Tarro seconded with the vote being 2 ayes. Motion carries.

BILLS: After review and discussion of the invoices paid, Commissioner Glenn Tarro made a motion to approve the payments. Commissioner Ray Powers seconded the motion with the vote being 2 ayes. The checks approved were: Revolving #64988-65055; Federal #23330-23378; Franklin Park East #1336-1345; Windermere Court #1412-1423; State #14818-14834; Voucher #48846-48921; Congregate #11429-11465 and Local #3103-3111. 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 Laurie Mangun RSC*
The Health and Wellness Programs continue including: Weekly Exercise/Balance Program, monthly blood pressure clinic, a special presentation on how to keep a healthy back, all given by the VNA. Every other month a foot care clinic provided by Pedi-Care. We posted and Laurie attended an upcoming Vernon Senior Program sponsored by the VNA Preventing Hospitalization & Re-Hospitalization. We had a resident meeting with Jeff and Judy on March 3, to discuss the rent increase. We also talked briefly about the renovation project for the Pitkat. 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. A special version of the Price Is Right game every Tuesday; the winner receives a \$5.00 gift card to Stop and Shop. Laurie instructs an exercise class on Wednesdays and Gentle Yoga on Thursdays. Friday afternoon's Laurie will play cards or make crafts with the Residents. Kayla from Utopia entertained the residents with her fun version of The Price is Right. Our regular entertainer, Duncan was here to play the piano and have a sing-a-long. We had two new groups this month for our musical entertainment, The Virckler Family &

Friends and The Imelda Boge Concert. Our therapy dog this month, a beautiful Schnauzer. We had a program on March 30, How to keep a Healthy Back. The residents participated doing some stretches and exercises to improve their mobility and help reduce pain. March festivities included a Party for Saint Patrick's Day including music with Guy Mackenzie and playing games with the resident's including Hometown Scramble and Pictionary we told jokes and read some Saint Patrick's Day Trivia questions for the residents to answer. Saint Patrick's Day themed snacks were served, including cupcakes, cookies, candy and drinks. We continue to have a monthly meeting between the Chef and the Residents so they continue to enjoy their daily meals and options.

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 were unable to get additional funding or negotiate a lower cost with the low bidder so the project was rebid in December. The low bid was \$3,541,380 from BRD Construction of Hartford and the Board of Commissioners awarded to the contract to them in that amount. The grant was closing was held on March 27th. We anticipate construction to start in May.

State of Connecticut DOH-Housing Choice Voucher and Rental Assistance Programs: The Department finished October with 1,132 vouchers and RAP certificates which is down 2 from the previous month.

Local Section 8: The department ended March with a count of 279 vouchers which down one from my last report. We put out notice to the next 80 people on our waiting list. Of those we received viable responses from 29 applicants. Of the 29 we had 26 show up for their voucher of them 1 leased up March 1st and 6 for April 1st. We have 5 scheduled for May 1st.

Maintenance: The installation of five retaining walls at Grove Court to mitigate the erosion of some of the hills which is undermining the elevated sidewalks has been postponed until spring due to weather. On In March we had several issues at Court Towers. One of the Elevators broke down and required a new controller to repair it. The part was special ordered and rush shipped but the elevator was still down for a month. During testing of the fire alarm panel a power supply stopped working and the fire alarm panel went down. The parts to fix it were found in Kentucky and shipped overnight. Unfortunately this was when we got hit by the blizzard and the delivery was delayed by a day. While the panel was down we were required to perform a fire watch throughout the building. This was performed by Swift Security around the clock for three days. Finally we had the supply lines to two toilets break and cause flooding in the building. In March we had HUD REAC inspections at our federal properties. The scores have been provided under informational on the agenda.

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. The installation of the solar panels at the Franklin Park Laundry Room was completed in November. The attics at Franklin Park East and West received new insulation November and December. We are in the process of closing out the project.

Fire Alarm Replacement at Court Towers: The fire alarm at Court Towers has begun to fail and new parts are no longer available for it. Therefore, we received proposals from engineering firms to design a suitable replacement system for the building. RZ Design of Rocky Hill submitted the low proposal and they have begun designing the replacement. We anticipate having the project out to bid in April.

Garage Renovations at Franklin Park: Proposals were received for the design of renovations of the garages at Franklin Park. The low proposal was from The Architects and they have begun the design of the project. The project is scheduled to bid in April or May.

OLD BUSINESS: None.

NEW BUSINESS: None

INFORMATIONAL:

PHAS Score: Mr. Arn received the PHAS score for year end 12/31/2016. The Housing Authority scored a 94 out a possible score of 100. This a designation status of High Performer.

EXECUTIVE SESSION: None

The next meeting will be the Annual and May Regular Meeting which will be held on May 11, 2017 at 21 Court St. at 1:00 pm.

The April Regular meeting was adjourned at 1:19 pm on a motion by Commissioner Ray Powers; seconded by Commissioner Glenn Tarro with all voting in favor. Motion carries.

Executive Director