

## REGULAR MEETING – January 12, 2017

Chairman Peter Olson called the January 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 Bobbi Kruglik.

**ABSENT:** None.

**PUBLIC COMMENT:** Ian Mills, a resident in the Franklin Park East, would like to observe the meeting. He expressed interest in learning about the Housing Authority's community and activities. Asked about free Wii access for the elderly residents and also was interested in Conn/NAHRO.

Mr. Arn requested to add an item to New Business. Commissioner Karen Roy-Guglielmi made a motion to add Congregate Renovation Bids to be discussed under New Business, Commissioner Glenn Tarro seconded with the vote being 4 ayes.

**MINUTES:** On a motion made by Commissioner Ray Powers, the minutes of the combined November/December 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 Glenn Tarro made a motion to approve the payments. Commissioner Karen Roy-Guglielmi seconded the motion with the vote being 4 ayes. The checks approved were: Revolving #64789-64868; Federal #23179-23250; Franklin Park East #1316-1327; Windermere Court #1386-1400; State #14788-14803; Voucher #48527-48680; Congregate #11330-11385 and Local #3075-3092. 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, every other month a 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, will play cards or makes

crafts with the Residents. Laurie also leads Gentle Yoga on Thursdays and exercise class on Wednesdays. Another favorite of Laurie's activities is her special version of the Price Is Right game she plays with them every Tuesday; the winner receives a \$5.00 gift card to Stop and Shop.

Our regular entertainer, Duncan was here to play the piano and have a sing-a-long. Other musical entertainment this month; Country Duo and Guy MacKenzie. We had two therapy dogs this month, a Sheltie and Cocker Spaniel, both dressed in their Christmas finery! Christmas festivities started with a Trim a Tree party, the Residents did a beautiful job decorating our two Christmas trees, followed by games, cookies, and sodas. Laurie had a special craft for the holidays, she helped the Residents make cute reindeer out of cork, pipe cleaners, and ribbon. A very special treat this year was an appearance by the Rockville High School Choir and the children from Little House in the Country, came in to sing Christmas carols. The Residents were then treated to a fantastic Christmas party! It included pizza, ice cream, soda, chips, cookies. During the meal, we handed out word scramble puzzles for the residents to solve together. Christmas jokes, were abundant as well! After the meal, the fun started; games galore with some prizes and a lot of laughter. The turnout for the festivities was the best we've had this year, 36 residents! 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 publicly bid. A pre-bid walk-through was held June 27, 2016 and the bids were opened on July 20<sup>th</sup>. 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. We received six bids with the low bid at \$3,541,380 from BRD Construction of Hartford. The bid is slightly more than funding will allow. We are meeting with the low bidder see how we can reduce the cost.

State of Connecticut DOH-Housing Choice Voucher and Rental Assistance Programs: The Department finished October with 1,128 vouchers and RAP certificates which is up 7 from the previous month. The temporary to hire staff person has been hired by the VHA.

Local Section 8: The department ended September with a count of 291 vouchers which is down six from my last report. We continue to work off the waiting list and issue vouchers to maintain our numbers.

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 December 6, we had a tenant had a stove fire on the second floor at Court Towers. A sprinkler head was activated and put out the fire. The water from the sprinkler went into several apartments and the VHA Administrative Offices. Our restoration contractor performed the cleanup and drying and we are awaiting the settlement with the insurance to perform repairs.

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.

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 finally returned to complete the final punch list items and the final payment is being processed.

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 being publicly bid and bids were received July 12<sup>th</sup>. 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.

OLD BUSINESS:

No Smoking Policy Revision: The new HUD Regulations made it mandatory that no smoking within 25 ft. of the building and no combustible or smoking producing products allowed in the building. The revised No Smoking Policy is updated to reflect these regulations. After some discussions, Mike O'Neil made a motion to approved the revised No Smoking Policy as presented. Commissioner Glenn Tarro seconded with the vote being 4 ayes. Motion carries.

#### NEW BUSINESS:

Congregate Renovation Bids: Mr. Arn received 6 bids for the work to be done at the Congregate facility. Mr. Arn recommend the bid from BRD Construction of 3,541,380. After some discussion, Commissioner Karen Roy-Guglielmi made a motion to accept and approve the bid from BRD Construction. Commissioner Glenn Tarro seconded with the vote being 4 ayes. Motion carries.

#### INFORMATIONAL:

6 Becker Place Update: Mr. Arn will be attending a meeting with the Local Historical Society to request permission to demolition 6 Becker Place.

NERC/NAHRO Winter Conference will be held in Boston at the end of January. There is a Commissioner Training session available. Mr. Arn is attending as a NECR/NAHRO Board member. Some Staff will also be attending.

Retirement Dinner: Noreen Keeler of the Leasing Office will be retiring in February after serving approximately 29 years. The Board are invited to a Retirement Dinner in her honor on February 3<sup>rd</sup> at Adams Mills Restaurant.

EXECUTIVE SESSION: None

The next meeting will be the February Regular Meeting which will be held on February 9, 2017 at 21 Court St. at 1:00 pm.

The January Regular meeting was adjourned at 1:41 pm on a motion by Commissioner Karen Roy-Guglielmi; seconded by Commissioner Mike O'Neil with all voting in favor. Motion carries.

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Executive Director