

REGULAR MEETING – July 13, 2017

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

PRESENT: Chairman Peter Olson, Vice-Chairman Mike O'Neil, Commissioners Karen Roy-Guglielmi and Glenn Tarro, Executive Director Jeffrey Arn and Bobbi Kruglik.

ABSENT: None.

PUBLIC COMMENT: None.

Mr. Arn reported that the Tenant Commissioner Ray Powers has moved out of the Housing Authority's property therefore the Tenant Commissioner position is vacated.

MINUTES: On a motion made by Commissioner Mike O'Neil, the minutes of the June Regular meeting were approved as read. Commissioner Glenn Tarro seconded with the vote being 3 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 3 ayes. The checks approved were: Revolving #65173-65239; Federal #234448-23487; Franklin Park East #1358-1362; Windermere Court #1440-1447; State #14848-14853; Congregate #11530-11559 Voucher #49032-49123; and Local #3120-3128. 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*
Congregate: The Health and Wellness Programs continue including: Weekly Exercise/Balance Program by the VNA, every other month a Foot Care Clinic provided by Pedi-Care. Pro Eye Care pamphlets on age related eye diseases were distributed to residents as well as being posted. Kayla from Utopia was here to talk to the residents and hand out information regarding their services. Resident meeting with Judy Hyde, Property Manager included topics about the renovations, rental rebates and a trip to see a Hartford Yard Goats baseball game in Hartford sponsored by the Vernon Housing Authority and CONN-NAHRO. 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 our monthly birthday celebration, including a

cake baked by our Chef. On Tuesday's, Laurie, plays a special version of the Price Is Right game, the winner receives a \$5.00 gift card to Stop and Shop. Laurie has an exercise class on Wednesdays and also leads Gentle Yoga on Thursdays. Friday afternoons Laurie will play cards or makes crafts with the Residents. Our regular entertainer, Duncan was here to play the piano and have a sing-a-long. Special musical entertainment included Cindy & Terry Vickler & Family. Mary and Laurie volunteered to host an evening pizza party. Residents enjoyed pizza from New England pizza and a dairy queen ice cream cake for dessert. Party entertainment performances by Maggie the fire dancer and karaoke with John Grundstrom. Kayla from Utopia played Jeopardy with the residents and provided snacks and prizes. Rockville Public Library offers a program that our residents are really excited to have at the Pitkat. The library has homebound services and volunteers are delivering and picking up reading materials for our residents. We deliver the Pitkat newsletters and weekly menus to all residents. We posted and encouraged our residents to attend the Senior Center Design Meeting. 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 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. A preconstruction meeting was held with CHFA, The Architect, Contractor and the VHA at CHFA on May 10th. The contractor began to mobilize including bringing the construction trailer to the property in May. Some selective demolition and preparation work began in June.

State of Connecticut DOH-Housing Choice Voucher and Rental Assistance Programs: The Department finished May with 1,141 vouchers and RAP certificates which is down 2 from the previous month. Due to the State and federal budget issues the program administrator is not issuing any more RAP certificates or vouchers at this time.

Local Section 8: The department ended May with a count of 288 vouchers which is up 1 from my last report. We are not currently issuing any vouchers. We are looking into the viability of project basing some vouchers into Grove Court Property.

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. This project has been postponed by the contractor. We are contemplating rebidding the project.

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. Final payment from CHFA to the contractor was made in April. We made final payment to the contractor and we have approximately \$50,000 left in contingency funds to perform additional cost savings measures. Project is complete.

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. The project was bid in May and four bids were received. There was a large spread from top to bottom but the two low bids were close. The low bid was from our current service provider Associated Electronic Systems of East Hartford in the amount of \$61,814.00. The contract was signed in June and we anticipate the work will commence in August once the components are ordered and received.

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 was publically bid and bids were received June 22, 2017.

Grove Court Viability: As Grove Court is our only remaining property without an operations subsidy we rely solely on the rents of our residents to keep the property viable. This requires that we raise base rents each year which in turn makes the property less affordable for the poorest residents. In order to maintain future viability of the property and continue to serve those most in need we are researching and planning the interjection of housing choice vouchers into the project. This process has been made easier by recent federal legislation and it would allow us to significantly increase revenues while keeping rents affordable. We will have more to report at the next meeting.

OLD BUSINESS: None.

NEW BUSINESS:

Franklin Park and Windermere Garage Bids: Mr. Arn received 3 bids for the renovations and repairs to the Franklin Park and Windermere garages. The low bidder was CMSA of Waterbury CT for \$94,300. The Architect and Consultant for the project both recommend acceptance of the bid. After some discussion, Commissioner Glenn Tarro made a motion to accept the bid and enter into a contract with CMSA to do the work on the garages at the Franklin Park and Windermere locations. Commissioner Mike O'Neil seconded with the vote being 3 ayes. Motion carries.

Tenant Commission Election: Commissioner Ray Powers moved to North Carolina which makes him illegible to serve as tenant Commissioner, he did not give a letter of resignation. The Board request Mr. Arn to follow up and get a written letter of resignation from Mr. Powers. The Board reviewed the Tenant Election Procedures and will proceed with the process.

INFORMATIONAL:

CONN/NAHRO Annual Convention: The 2017 Annual Convention will be August 27-30th which will be held at the Mohegan Sun Convention Center in Uncasville CT. Some staff are planning to attend. The Board is welcome to attend.

Housing America Baseball Night: The Housing Authority purchased tickets for tenants and staff to attend a Yard Goats game on July 28th. There are some tickets available if the Board would like to attend.

EXECUTIVE SESSION: None

The next meeting will be the September Regular Meeting which will be held on September 14, 2017 at 21 Court St. at 1:00 pm.

The combined July/August Regular meeting was adjourned at 1:42 pm on a motion by Commissioner Mike O'Neil; seconded by Commissioner Karen Roy-Guglielmi with all voting in favor. Motion carries.

Executive Director