

REGULAR MEETING – June 9, 2017

Chairman Peter Olson called the June 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 Ray Powers, Karen Roy-Guglielmi and Glenn Tarro, Executive Director Jeffrey Arn, Linda McComber and Bobbi Kruglik.

ABSENT: None.

PUBLIC COMMENT: None.

MINUTES: On a motion made by Commissioner Ray Powers, the minutes of the Annual meeting were approved as read. Commissioner Glenn Tarro seconded with the vote being 4 ayes. Motion carries. On a motion made by Commissioner Mike O’Neil the minutes of the May Regular meeting were approved as read. Commissioner Glenn Tarro 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 Ray Powers seconded the motion with the vote being 4 ayes. The checks approved were: Revolving #65115-65172; Federal #23416-23447; Franklin Park East #1354-1357; Windermere Court #1434-1439; State #14840-14847; Congregate #11501-11529 Voucher #49024-49031; and Local #3115-3119. 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 continued as usual. New this month; pamphlets were distributed to residents this month with information on fire and fall prevention for older adults as well as information about the importance of keeping the body hydrated. Kayla from Utopia talked to the residents and handed out information regarding their services. Kayla also entertained the residents with her fun version of The Price is Right and treated them to snacks and prizes. Residents also enjoyed a presentation through the Alliance for Holistic Living on Awareness of Your Energy Body. Regularly Scheduled Activities; Our movies this month were the LaLa Land and Hidden Figures. Our regular entertainer, Duncan was here to play the piano and have a sing-a-long. Special musical entertainment included karaoke with John Lisevick and a performance by Susan Ulina, she played her Ukulele and sang. In addition to music, our monthly

therapy dog was a beautiful Golden Retriever. Residents enjoyed a trip to the Mohegan Sun Casino on a Saturday May 6th. Our residents also had a wonderful time at Ellington High School, we went to see The Sound of Music on May 12th. Mary, Laurie, and her husband volunteered to go along with the residents on both trips. 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 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. 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.

State of Connecticut DOH-Housing Choice Voucher and Rental Assistance Programs: The Department finished May with 1,143 vouchers and RAP certificates which is up 7 from the previous month. In addition, we received notice that the administrative fee for our HCVs has increased by \$2 per month. This will be an increase of approximately \$1,300 per month based on our current voucher count.

Local Section 8: The department ended May with a count of 287 vouchers which is down 4 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 13 leased up by the end of April. There are 7 still looking for apartments and 6 that were terminated for various reasons.

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. I met with the contractor and the work is scheduled to start in the second week of May.

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.

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

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 out for bid and the bid opening is scheduled for June 22nd.

OLD BUSINESS: None.

NEW BUSINESS:

Court Towers Fire Alarm Bids: Mr. Arn received 4 bids to replace the Fire Alarm system at the Court Towers complex. The low bidder was Associated Electronics Systems with the bid of \$61,814. After some discussion, Commissioner Karen Roy-Guglielmi made a motion to accept the bid and approve entering into a contract with Associated Electronics Systems to replace the Fire Alarm System. Commissioner Ray Powers seconded with the vote being 4 ayes. Motion carries.

Removal of VHA Preferences: Linda McComber, Leasing Programs Manager, explained to the Board the reason for removing preferences for applicates due to changes in HUD Regulations. With no preferences, everyone would be treated equally. After some discussion, Commissioner Mike O'Neil made a motion to approve the change to the VHA admission Preferences & Occupancy Standards. Commissioner Karen Roy-Guglielmi seconded with the vote being 4 ayes. Motion carries.

VAWA Policy Revision and Emergency Transfer Plan: Linda McComber gave an overview of the Violence Against Women Act (VAWA) new regulations and proposed revisions to the current VHA policy. Also proposed Emergency Transfer Plan that would be required by VAWA regulations. After some discussion, Commissioner Karen Roy-Guglielmi made a motion to approve the VHA VAWA policy revision. Commissioner Mike O'Neil seconded with the vote being 4 ayes. Motion carries. Commissioner Glenn Tarro made a motion to approve the Emergency Transfer Plan. Commissioner Karen Roy-Guglielmi seconded with the vote being 4 ayes. Motion carries.

Personnel Policy changes: Mr. Arn proposed changes to the Personnel Policy to allow vacation and sick to be taken in half day increments. Also to define what a work week is regarding vacation time. After some discussion, Mike O'Neil made a motion to approve the changes to the Personnel Policy that were presented. Commissioner Ray Powers seconded with the vote being 4 ayes. Motion carries.

INFORMATIONAL:

Annual Picnic: The Annual Tenant Picnic will be held September 7, 2017 on the FPW/FPE grounds. The Board is invited to attend.

EXECUTIVE SESSION: None

The next meeting will be the combined July/August Regular Meeting which will be held on July 13, 2017 at 21 Court St. at 1:00 pm.

The June Regular meeting was adjourned at 1:46 pm on a motion by Commissioner Ray Powers; seconded by Commissioner Glenn Tarro with all voting in favor. Motion carries.

Executive Director