

REGULAR MEETING – March 9, 2017

Chairman Peter Olson called the March Regular Meeting of the Housing Authority to order at 1:09 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: Commissioner Ray Powers.

PUBLIC COMMENT: None.

MINUTES: On a motion made by Commissioner Karen Roy-Guglielmi, the minutes of the January Regular meeting were approved as read. Commissioner Mike O'Neil 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 #64871-64925; Federal #23251-23279; Franklin Park East #1328-1330; Windermere Court #1401-1405; State #14804-14808; Voucher #48681-48685; Congregate #11386-11403 and Local #3093-3095. 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 by the VNA, Monthly BP Clinic by the VNA. 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. Laurie Mangun RSC plays a 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. Laurie trained our new Attendant, Dustin Babcock, to take over playing the Price is Right game. Laurie instructs an exercise class on Wednesdays 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. Other musical entertainment this month. We had a therapy dog this month, a beautiful White Retriever. A resident meeting was well attended and we went over our new smoking policy as well as some of the other established policies we have at the Pitkat.

February festivities started with a visit on Valentine's Day from the Little House in the country Daycare. The children entertained the residents with a variety of songs and handed out homemade Valentine cards to all the residents before leaving. We continued the Valentine Party and the Residents played brain games. We also played a Valentines themed hangman on the whiteboard, told jokes and read some Valentines Trivia questions for the residents to answer. Snacks were served we had cookies, 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 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. We are scheduled to close the grant in March.

State of Connecticut DOH-Housing Choice Voucher and Rental Assistance Programs: The Department finished October with 1,135 vouchers and RAP certificates which is up 4 from the previous month.

Local Section 8: The department ended September with a count of 280 vouchers which up one from my last report. We put out notice to 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 are scheduled for April 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 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. A new floor was installed in the Community Room at Court Towers as well as a new television.

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 2014. 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 has been 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 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. The work began in September and has been completed.

OLD BUSINESS: None.

NEW BUSINESS:

Congregate Base Rent Increase: With the 2017/18 Management Plan we are proposing a \$20.00 increase in the Base rent for the Congregate Facility. Due to the anticipated growing operating costs at the development we will need to increase the base rents of the apartments. This increase is needed to maintain the viability of the property. After some discussion, Commissioner Mike O'Neil made a motion to approve the \$20.00 increase in base rent in the next year Management Plan. The increase

would be effective 07/01/2017. Commissioner Karen Roy-Guglielmi seconded the motion with the vote being 3 ayes. Motion carries.

INFORMATIONAL:

6 Becker Place Update: Mr. Arn received a letter from the Local Historical Properties Commission to the Town of Vernon giving the Housing Authority a waiver of Demolition Delay order for 6 Becker place.

2017 Annual Plan Approval from HUD: HUD has approved our 2017 Annual Plan.

2015 Audit Approval from HUD: HUD has accepted and approved the 2015 Audit.

NERC/NAHRO Annual Conference: The Annual NERC/NAHRO Conference and Commissioner Training will be held at the end of June at the Samoset Resort in Rockport ME. Mr. Arn and a few of the staff plan on attending. The Commissioners are invited to attend the training.

EXECUTIVE SESSION: None

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

The March Regular meeting was adjourned at 1:53 pm on a motion by Commissioner Karen Roy-Guglielmi; seconded by Commissioner Mike O'Neil with all voting in favor. Motion carries.

Executive Director