

REGULAR MEETING – May 11, 2017

Chairman Peter Olson called the May Regular Meeting of the Housing Authority to order at 1:15 pm. Attendance upon roll call:

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

ABSENT: Commissioner Karen Roy-Guglielmi.

PUBLIC COMMENT: None.

MINUTES: On a motion made by Commissioner Ray Powers, the minutes of the April 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 Glenn Tarro made a motion to approve the payments. Commissioner Ray Powers seconded the motion with the vote being 3 ayes. The checks approved were: Revolving #65057-65112; Federal #23379-23415; Franklin Park East #1346-1353; Windermere Court #1424-1433; State #14835-14839; Voucher #48933-49023; Congregate #11466-11500 and Local #3112-3114. 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. Regarding Becker Place demolition, now need approval from the State Historical Society. It is on the agenda of their next meeting.

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, every other month a Foot Care Clinic provided by Pedi-Care. Vernon Senior Center newsletter is posted monthly with updated information, classes and trips. We will be starting the Rockville Public Library's Home bound services this month. Volunteers will visit on a monthly basis and will be assigned to deliver residents reading and audio materials. 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 instructs an exercise class on Wednesdays and also leads Gentle Yoga on Thursdays. Friday afternoons Laurie will play cards or makes crafts with the Residents. Kayla from Utopia was here to talk to the residents and hand out information regarding their services. Kayla also entertained the residents with her fun version of Jeopardy and treated them to snacks and prizes. Special musical entertainment included karaoke with John Lisevick and a performance by The Ellington

singers. In addition to music, our monthly therapy dog was a beautiful Golden Retriever. There was a bus trip to Rockville High School to see a play Anything Goes by Cole Porter. Our Bulletin Board is full of helpful information; including Residents Weekly Bus Schedule, the monthly Vernon Senior Center Schedule, the food pantry schedule, our Pitkat Congregate Newspaper with interesting articles, games and puzzles, the weekly lunch menu and activity calendars. Some of the other postings I frequently add to the Bulletin Board are: The East West news any local events that may interest our Residents. Two pamphlets were distributed to residents this month for awareness on Kitchen Safety Tips and Fire Safety tips for older residents. In addition, we deliver the Pitkat newsletters and weekly menus to ensure that everyone gets one.

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. We anticipate construction to start in May.

State of Connecticut DOH-Housing Choice Voucher and Rental Assistance Programs: The Department finished April with 1,136 vouchers and RAP certificates which is up 4 from the previous month.

Local Section 8: The department ended March with a count of 291 vouchers which is up 12 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 are still in the process of determining the final payment amount from the VHA to close 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 May.

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 be bid in May.

OLD BUSINESS: None.

NEW BUSINESS:

2018 Congregate Management Plan & Services Budget: Mr. Arn presented to the Board the proposed Congregate Management Plan and Congregate Services Budget for approval. Ms. Kruglik gave an overview of the Management Plan which includes a \$20.00 increase in the base rent. The Services Budget would increase the cost of Core Services to \$810.00. After some discussion, The Board approved both plans in Resolution #393. Commissioner Mike O'Neil made a motion to approve the Management Plan and Congregate Services Budget as presented and accept Resolution #393. Commissioner Glenn Tarro seconded with the vote being 3 ayes. Motion carries.

INFORMATIONAL:

SEMAP Score: Mr. Arn received the SEMAP score for year end 12/31/2016. The Housing Authority scored a 93 out a possible score of 100. This a designation status of High Performer.

EXECUTIVE SESSION: None

The next meeting will be the June Regular Meeting which will be held on June 8, 2017 at 21 Court St. at 1:00 pm.

The May Regular meeting was adjourned at 1:52 pm on a motion by Commissioner Glenn Tarro; seconded by Commissioner Mike O'Neil with all voting in favor. Motion carries.

Executive Director