

REGULAR MEETING – September 14, 2017

Chairman Peter Olson called the September Regular Meeting of the Housing Authority to order at 1:03 pm. Attendance upon roll call:

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

ABSENT: Vice-Chairman Mike O'Neil.

PUBLIC COMMENT: None.

MINUTES: On a motion made by Commissioner Karen Roy-Guglielmi, the minutes of the combine July/August Regular meeting were approved as read. Commissioner Glenn Tarro seconded with the vote being 2 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 2 ayes. The checks approved were: Revolving #65245-65402; Federal #23488-23564; Franklin Park East #1363-1373; Windermere Court #1448-1460; State #14854-14883; Congregate #11560-11623 Voucher #49220-49415; and Local #3129-3139. 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, every other month a Foot Care Clinic provided by Pedi-Care. Kayla from Utopia spoke and handed out information regarding Utopia services.
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 Bridget, 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. Kayla also entertained the residents with her fun version of Family Feud and treated them to snacks and prizes. Our regular entertainer, Duncan was here to play the piano and have a sing-a-long. Special entertainment included music with East Chicago Joe singing songs by Frank Sinatra and Tony Bennet. Susan Alino entertained the residents singing songs and playing her

Ukulele. In addition to music, our monthly therapy dog was Mini Labradoodle. Patricia Shannon from The Alliance for Holistic Living did a presentation on Raising your Perception Quotient. The presentation was very informative and we had more than half of the residents attend. Residents were treated to a special bus trip with Laurie to Kaptain Jimmy's restaurant in Agawam for a special all you can eat Prime Rib Luncheon. We stopped at McDonald's for ice cream cones on our way home. 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 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. In July and August, the two first floor common are bathrooms, the boilers, hot water heater, gutters, selected sidewalks & parking areas were deconstructed. The contractor has begun reconstruction of all these areas including the entrance lobby and new office area. I have attached the construction schedule updated to 9/6/17.

State of Connecticut DOH-Housing Choice Voucher and Rental Assistance Programs: The Department finished May with 1,144 vouchers and RAP certificates which is up 3 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 290 vouchers which is up 2 from my last report. We are not currently issuing any vouchers. We have applied for additional funding to make up for the 97% proration of our HAP funds.

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 rebid the project and are moving forward with the low proposal.

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. The work commenced in August and is 95% complete.

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 publicly bid and bids were received June 22, 2017. The low bidder C.M.S.A. was awarded the contract by the Board in July in the amount of \$94,400. The work began in August and is 90% complete.

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. Due to the proration of the Section 8 funding we are not able to do this in 2017. We are investigating making this happen in 2018 but it will depend on funding.

OLD BUSINESS:

Tenant Commissioner Election: The Board discussed the Tenant Commissioner Election procedures and requested Mr. Arn to proceed with a notice to have an election to all tenants. If no election is held then there will be an appointment from the Mayor.

NEW BUSINESS:

Write off Outstanding Rent: Mr. Arn is requesting approval to write off a rent of a deceased tenant in Franklin Park East which is deemed uncollectible. After some discussion, Commissioner Glenn Tarro made a motion to write off uncollectible rent of 278.00. Commissioner Karen Roy-Guglielmi seconded with the vote being 2 ayes. Motion carries.

NAHRO Annual Conference: Mr. Arn requested approval to attend the Annual NAHRO Conference in Pittsburgh PA at the end of the month. After some discussion, Commissioner Karen Roy-Guglielmi made a motion to approve expenses paid for Mr. Arn to attend the Annual NAHRO Conference. Commissioner Glenn Tarro seconded with the vote being 2 ayes. Motion carries.

INFORMATIONAL:

Commissioner Training Opportunity: A training session on 'How to be a Successful Commissioner' is being offered in November in Middletown CT.

EXECUTIVE SESSION: None

The next meeting will be the October Regular Meeting which will be held on October 12, 2017 at 21 Court St. at 1:00 pm.

The September Regular meeting was adjourned at 1:41 pm on a motion by Commissioner Glenn Tarro; seconded by Commissioner Karen Roy-Guglielmi with all voting in favor. Motion carries.

Executive Director