REGULAR MEETING – April 11, 2019

Chairperson Mike O’Neil called the April Regular Meeting of the Housing Authority to order at 1:02 pm. Attendance upon roll call:

PRESENT: Chairperson Mike O’Neil, Vice-Chairperson Karen Roy-Guglielmi, Commissioners Glenn Tarro and Judy Hany, Executive Director Betsy Soto.

ABSENT: Commissioner Peter Olson.

PUBLIC COMMENT: None.

MINUTES: Commissioner Karen Roy-Guglielmi made a correction to the March Regular minutes. On a motion made by Commissioner Karen Roy-Guglielmi, the minutes of the amended March Regular meeting were approved as read. Commissioner Judy Hany 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 Judy Hany seconded the motion with the vote being 3 ayes. The checks approved were: Revolving #66504-66553 Federal #24303-24340; Franklin Park East #1514-1519; Windermere Court #1623-1631; State #15058-15069; Congregate #12160-12197 Voucher #50984-50986; and Local #3260-3266. Motion carries. The Housing Authority’s credit card invoice was reviewed and approved.

Cash Report: The Cash Balances and Credit Card Statement were reviewed by the Board of Commissioners.

Occupancy Report: The Occupancy report was reviewed with the Board of Commissioners.

EXECUTIVE DIRECTOR’S REPORT:

Francis Pitkat Congregate Living Center Renovations:Renovations are moving along at the Pitkat, construction is 99% complete. The Main entrance canopy is complete, sidewalks and parking lots are complete including new concrete curbs, LED Lights, dumpster enclosure, line striping, 1st floor and 2nd rugs and vinyl flooring are complete, Arts and Craft room complete, Library room complete, new fire panel installed, completed and passed inspection. Renovations of all 44 apartments, the Dining Room fireplace construction and front office remodel are complete. Kitchen counters and backslashes are 100% complete. The common area heat was completed in December. The roof has been replaced and the new windows are 100% complete. Attic insulation 100% complete, Repainting of Bridge Deck completed, the common area finishes and new light fixtures throughout the building are 100% complete. The new elevator is operating and complete. The fire alarm and security cameras are 100% complete. Landscaping is complete. Seed will not grow in November. BRD owns lawn, will come back in the spring. Lawn treatment scheduled for the week of April 15, 2019. Window Drapes were installed 4/4/2019. There are still items that are being addressed and project cannot be closed until the items have been installed per the project specifications. There is no current update on the notification received from CHFA stating that we may not be able to use all of our construction contingency funds on the project and that it may have to be used to pay back the pre-development loan that they previously said we did not have to repay. Artwork has been selected and approved. Furniture has been selected and CHFA approved. Delivery dates have been proposed for 3/13, 3/14, 3/18, 4/12.

State of Connecticut DOH-Housing Choice Voucher and Rental Assistance Programs: The Department finished March with 1,165 vouchers and RAP certificates. 6 less from my previous report.

Local Section 8:The department ended September with 301 vouchers, 3 down from the last report. There have had 2 briefings and a total of 6 new vouchers have been issued. The department continuous to work diligently in assuring accuracy and getting full participation from clients.

Franklin Park East and West:Camera project commenced on 1/12/2019. 96% completed. Experiencing big issues with the installed WI-FI bridge that connects both FPW and East.

Court Street:Lobby project contracts signed. Construction penciled in date 4/15/19 due to incomplete project materials.

Becker Place: A pre-proposal for design services held on site March 27, 2019 & Proposal must be received at or prior to 2:00 pm on April 12, 2019.

OLD BUSINESS: None

NEW BUSINESS:

Procurement Policy: Ms. Soto gave an overview of the changes in the revised Procurement Policy. After some discussion, Commissioner Judy Hany made a motion to approved the revised Procurement Policy, Commissioner Glenn Tarro seconded with the vote being 3 ayes.

Court Case: Ms. Soto gave an overview of pending litigation case.

Congregate Furniture: Ms. Soto explained to the Board some of the reasons the caused the furniture delivery delay at the Congregate facility.

INFORMATIONAL:

6 Becker Place Update: Ms. Soto should be receiving proposals to follow with the Historical Society’s recommendations.

NAHRO Conference: The National NAHRO will hold its Summer Conference in Boston on July 11-13th. The agenda is not available yet, should get by the end of the month.

EXECUTIVE SESSION:

At 1:45 pm, Commissioner Judy Hany made a motion to go into Executive Session to discuss

pending ligation which was seconded by Commissioner Glenn Tarro, vote being 3 ayes.

At 2:04 Return to Regular meeting.

The next meeting will be the Annual and May Regular Meeting which will be held on May 9, 2019 at 21 Court St. at 1:00 pm.

The April Regular meeting was adjourned at 2:05 pm on a motion by Commissioner Glenn Tarro; seconded by Commissioner Judy Hany with all voting in favor. Motion carries.

 Executive Director