REGULAR MEETING – December 6, 2018

Chairperson Mike O’Neil called the combined November/December Regular Meeting of the Housing Authority to order at 1:04 pm. Attendance upon roll call:

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

ABSENT: None

PUBLIC COMMENT: None.

MINUTES: On a motion made by Commissioner Peter Olson, the minutes of the October Regular meeting was approved as read. Commissioner Karen Roy-Guglielmi seconded with the vote being 4 ayes. Motion carries. On a motion made by Commissioner Karen Roy-Guglielmi, the minutes of the 11/19 Special meeting were approved as read. Commissioner Peter Olson seconded with the vote being 4 ayes. Motion carries. On a motion made by Commissioner Glenn Tarro, the minutes of the Special Regular meeting held Oct 17th was approved as read. Commissioner Judy Hany seconded with the vote being 4 ayes.

BILLS: After review and discussion of the invoices paid, Commissioner Karen Roy-Guglielmi made a motion to approve the payments. Commissioner Peter Olson seconded the motion with the vote being 4 ayes. The checks approved were: Revolving #66185-66291; Federal #24080-24149; Franklin Park East #1471-1485; Windermere Court #1580-1599; State #15001-15025; Congregate #12016-12059 Voucher #50525-50616; and Local #3225-3237. 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.

EXECUTIVE DIRECTOR’S REPORT: Francis Pitkat Congregate Living Center Renovations:Renovations are moving along at the Pitkat, construction is 98% 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. 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. Furniture has been selected and awaiting CHFA change order approval.

State of Connecticut DOH-Housing Choice Voucher and Rental Assistance Programs: The Department finished September with 1,170 vouchers and RAP certificates which is up 7 from my previous report.

Local Section 8:The department ended September with 322 vouchers which down 2 from the last report. The department continuous to work diligently in assuring accuracy and getting full participation from clients.

Franklin Park East and West:Camera project design drawings are complete and bidding opening scheduled for 11/30/2018. Re-Construction of unit 33 Franklin Park East is ongoing. Demolition at 75%, Framing at 90%, Roofing will be at 100% as of 11/30/2018, Electrical at 50%, Project Management at 25%.

Court Street:Lobby project designs are complete. Final selections scheduled 11/30/2018.

Maintenance: F/T maintenance position has been filled.

OLD BUSINESS: None

NEW BUSINESS:

2019 Federal Budget: Ms. Kruglik gave an overview of the proposed 2019 Federal Budget. After a review and discussion of the proposed 2019 Federal Budget, Commissioner Karen Roy-Guglielmi made a motion to approve the 2019 Federal Budget as presented. Commissioner Peter Olson seconded with the vote 4 ayes, no opposed. The motion carried and Resolution 398 was adopted.

Performance Payments for 2018: The Board discussed the amounts recommended by the Executive Director for the performance payments. Commissioner Glenn Tarro made a motion to approved the recommended amounts, Commissioner Karen Roy-Guglielmi seconded with the vote 4 ayes. Motion carries.

Write-Off Tenant Accounts Receivable: Ms. Kruglik provided to the Board a detailed list of outstanding Tenant Accounts Receivables of vacated Tenants that was deemed uncollectible. These amounts are posted the HUD PIC system to insure payment if the tenant requests housing subsidy. Commissioner Glenn Tarro made a motion to write-off the TARs deemed uncollectible, Commissioner Peter Olson seconded with the vote being 4 ayes. Motion carries.

Recommendation for Purchase-Vehicles: Ms. Soto informed the Board that she would like to replace 2 vehicles and provided to the Board the best pricing to replace one of the Pickup trucks and the Ford Explorer. After some discussion, Commissioner Peter Olson made a motion to approve purchasing the 2 vehicles at he prices discussed. Commissioner Karen Roy-Guglielmi seconded with the vote being 4 ayes. Motion carries.

Procurement Policy: Ms. Soto submitted to the Board the Revised Procurement Policy. It was last updated in 2006 and the proposed revision includes updated HUD regulations since then. After some discussion, Commissioner Glenn Tarro made a motion to approve the revised Procurement Policy as presented. Commissioner Judy Hany seconded with the vote being 4 ayes. Motion carries.

INFORMATIONAL:

Meeting Dates: The list of 2018 Meeting Dates submitted to the Town Clerk was distributed to the Board.

PHAs Scores: The PHAS score from HUD is 94 for the year ending 12/31/2017. This is a High Performer Status.

Holiday Gathering: The Holiday Gathering will be at the Market Grill Restaurant on December 20th. The Board is invited to attend.

Housing Conference: Ms. Soto would like to attend The Housing Conference by Nan McKay in February. After some discussion, Glenn Tarro made a motion to approve travel expenses and registration to The Housing Conference in New Orleans. Commissioner Peter Olson seconded with the vote being 4 ayes.

EXECUTIVE SESSION: At 2:27 pm, Commissioner Karen Roy-Guglielmi made a motion to go into Executive Session to discuss personnel. Commissioner Glenn Tarro seconded with the vote being 4 ayes. Ms. Soto and Ms. Kruglik left the meeting.

At 2:44, Ms. Soto was requested to attend the Executive Session.

At 2:49, Returned to regular session and Ms. Kruglik returned to the meeting.

The next meeting will be the January Regular Meeting which will be held on January 10, 2019 at 21 Court St. at 1:00 pm.

The combined November/December meeting was adjourned at 2:50 pm on a motion by Commissioner Karen Roy-Guglielmi; seconded by Commissioner Glenn Tarro with all voting in favor. Motion carries.

Executive Director