REGULAR MEETING – February 14, 2019

Chairperson Mike O’Neil called the February Regular Meeting of the Housing Authority to order at 1:06 pm. Attendance upon roll call:

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

ABSENT: None

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 Peter Olson seconded with the vote being 4 ayes. Motion carries.

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 #66373-66445; Federal #24207-24258; Franklin Park East #1496-1507; Windermere Court #1610-1616; State #15040-15053; Congregate #12105-12142 Voucher #50794-50887; and Local #3246-3255. 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 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. 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 CHFA approved.

State of Connecticut DOH-Housing Choice Voucher and Rental Assistance Programs: The Department finished September with 1,174 vouchers and RAP certificates. No changes from my previous report.

Local Section 8:The department ended September with 314 vouchers, 4 down 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 commenced on 1/12/2019. Re-Construction of unit 33 Franklin Park East completed on 1/25/2019.

Court Street:Lobby project contracts signed on 2/13/19. Construction date to be determined.

OLD BUSINESS: None

NEW BUSINESS:

2019 Utility Schedules: Ms. Soto presented to the Board the 2019 Utility Schedules for the Local HCV program. After some discussion, Commissioner Peter Olson made a motion to approve the proposed 2019 Utility Schedules as presented. Commissioner Judy Hany seconded with the vote being 4 ayes. Motion carries.

INFORMATIONAL:

Elevator Contract: Ms. Soto enter into a contract with ThyssenKrupp for Maintenance and Service of all the Elevators.

Annual Plan: Ms. Soto received HUD approval of the 2019 Annual Plan.

NERC/NAHRO Winter Conference: The NERC/NAHRO Conference was very informative. Many sessions on the HUD RAD program.

Ms. Soto received a letter from the Congregate tenants praising the efforts of the staff with Rehab project underway.

EXECUTIVE SESSION: None.

The next meeting will be the March Regular Meeting which will be held on March 14, 2019 at 21 Court St. at 1:00 pm.

The February meeting was adjourned at 1:57 pm on a motion by Commissioner Peter Olson; seconded by Commissioner Karen Roy-Guglielmi with all voting in favor. Motion carries.

Executive Director