REGULAR MEETING – July 12, 2018

Chairperson Mike O’Neil called the combined July/August Regular Meeting of the Housing Authority to order at 1:03 pm. Attendance upon roll call:

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

ABSENT: Commissioner Glenn Tarro

PUBLIC COMMENT: None.

MINUTES: On a motion made by Commissioner Karen Roy-Guglielmi, the minutes of the June 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 Peter Olson made a motion to approve the payments. Commissioner Karen Roy-Guglielmi seconded the motion with the vote being 3 ayes. The checks approved were: Revolving #65963-66007; Federal #23921-23956; Franklin Park East #1437-1442; Windermere Court #1533-1543; State #14967-14972; Congregate #11907-11927 Voucher #50207-50208; and Local #3200-3205. 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:The project was publicly bid in December 2016. The low bid was $3,541,380 from BRD Construction of Hartford and the Board of Commissioners awarded the contract to them in that amount. The grant was closing was held on March 27, 2017. Renovations are moving along at the Pitkat, construction is complete in the public restrooms and kitchen and residents are back in the dining room for lunch. The sidewalks and parking lots are complete including new concrete curbs, LED Lights, dumpster enclosure and line striping. Renovations of 40 apartments are complete and four are underway. The Dining Room fireplace construction and front office remodel are complete. The Front office is now being used by staff and they have their new furniture. Kitchen counters and backslashes are 95% complete. Baseboard heating replacement installation is completed in apartments as well. The common area heat was completed in December. The roof has been replaced and the new windows are 100% complete. The common are finishes are 95% complete. New light fixtures throughout the building are 95% complete. The new elevator is operating and complete. Landscaping is underway and 90% complete. The fire alarm is 100% completed, security cameras are 95% complete. We have received notification from CHFA that we may not be able to use all of our construction contingency funds on the project and it may have to be used to pay back the pre-development loan that the previously said we did not have to repay. The project costs have been reviewed and we have had enough cost savings to cover the changes on the project and still pay back the pre-development loan with the contingency. CHFA has approved all but 3 change orders to date one of those being the Gazebo.

State of Connecticut DOH-Housing Choice Voucher and Rental Assistance Programs: The Department finished June with 1,142 vouchers and RAP certificates which is up 4 from my previous report.

Local Section 8:The department ended June with a count of 275 vouchers which is down 2 from the previous month. We are preparing to release vouchers. Both Debra Hedger and Michael Gentile are working very diligently to get the voucher numbers up. There will be a briefing of 10 new applicants the 3rd week of July. Repayments continue to be executed.

Maintenance: The retaining wall project at Grove Court is complete. The repair quotes for both the tractor trailer used for both mowing as well as snow removal operations and the Mower have been approved. The Facilities Manager position posted on the INDEED website is now closed and resumes have been reviewed. 4 candidates have been chosen. A panel consisting of myself and 3 other Executive Directors from 3 other surrounding housing authorities will assist with the interview process along with choosing the ideal candidate for the position.

Grove Court Project Based Vouchers:We continue to work towards project basing vouchers in Grove Court. The Administrative Plan for the HCV Program has been amended to allow this to be done. We have had a market study completed and determined the fair market rents for the property. We are attended a meeting with HUD and determined that we had to advertise. The advertisement was placed on the paper on May 3rd and the public had until 6/5/2018 to apply and no one did. The meeting scheduled for 6/14/2018 with John D’ Amelia to review the last details went well. HAB Inc. is all set and ready to make the changes needed. Currently waiting for approval of the management plan and PBV application.

OLD BUSINESS:

PBV-Grove Court: The PBV Application has been submitted. The briefing with the Tenants is scheduled for July 23rd, to explain the program. The PBVs should be implemented for August 1st.

NEW BUSINESS:

Local Section 8 Repayments: Ms. Soto informed the Board that so far 20 Repayment agreements have been executed for fraud, mostly due to unreported income. Approximately 71 files have been identified as fraud situations. The Authority keeps half of the payments collected.

INFORMATIONAL:

CONN/NAHRO Annual Convention: The Annual Conventions will be held August 26-29, 2018 at the Mohegan Sun Resort. Ms. Soto and some staff plan to attend The Board is invited to attend any of the sessions.

VHA Summer Picnic: The Annual Tenant picnic will be held on August 22, 2018 at the Franklin Park West complex. The Board is invited to attend.

EXECUTIVE SESSION

At 1:50 pm, Commissioner Karen Roy-Guglielmi made a motion to go into Executive Session to discuss Personnel Issue, Commissioner Peter Olson seconded with the vote being 3 ayes. Ms. Soto and Ms. Kruglik were invited to stay.

At 2:05 pm, return to Regular Session.

The next meeting will be the September Regular Meeting which will be held on September 13, 2018 at 21 Court St. at 1:00 pm.

The combined July/August Regular meeting was adjourned at 2:07 pm on a motion by Commissioner Karen Roy-Guglielmi; seconded by Commissioner Peter Olson with all voting in favor. Motion carries.

 Executive Director