REGULAR MEETING – July 10, 2019

Chairperson Mike O’Neil called the combined July/August Special Meeting of the Housing Authority to order at 1:16 pm. Attendance upon roll call:

PRESENT: Chairperson Mike O’Neil, Vice-Chairperson Karen Roy-Guglielmi, Commissioners Judy Hany, Glenn Tarro, Executive Director Betsy Soto and Finance Manager Bobbi Kruglik, Wendy Ng

ABSENT: Commissioner Peter Olson

PUBLIC COMMENT: None.

MINUTES: Vice-Chairperson Karen Roy-Guglielmi made a motion to approve the minutes of the June Regular meeting as read. Commissioner Glenn Tarro seconded with the vote being 3 ayes. Motion carries.

BILLS: After review and discussion of the invoices paid, Vice-Chairperson Karen Roy-Guglielmi made a motion to approve the payments. Commissioner Judy Hany seconded the motion with the vote being 3 ayes. The checks approved were: Revolving #66556-66730; Federal #24425-24450; Franklin Park East #1529-1536; Windermere Court #1645-1650; State #15080-15084; Congregate #12261-12285; and Local #3274. Motion carries. The Housing Authority’s credit card invoice was reviewed and approved.

Cash Report: Finance Manager Wendy Ng presented the Cash Balances and Credit Card Statement and reviewed with the Board of Commissioners.

Occupancy Report: It was present by Executive Director Betsy Soto 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. Window Drapes 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. Installation begun on 7/3/2019 and to be completed by the end of the month. Furniture has been selected and CHFA approved. Delivery dates have been proposed for 3/13, 3/14, 3/18, 4/12. Cracked Wall Laminate Replacement: Phase 1: Second Floor laminate replacement 5/2 – 5/16 (Estimated time, may complete prior to 5/16) has been completed. Phase 2: First Floor Laminate replacement 5/16 – 5/30 (Estimated time, may complete prior to 5/30) has been completed. Wall Map Glass completed and installed.

Assisted Living contracted company last day was on 6/30/2019 due to low participation (5) and no funding. Due to Legislation flat lining the budget, for now ERAP subsidy is not an option. DOH has informed me that they were aware this could potentially be the outcome due to diminishing programs such as ERAP. Out of 25 entities, while not all initially signed up for the program, and not counting VHA there are only 9 are left and some are currently facing the same issue. A meeting was scheduled between Utopia and the 5 residents receiving their services to apply for other types of services. We continue to assist those residents with the transitioning phase and application process. We also reached out to another company who also offer Assisted Living Services and on 7/1/2019, I received a letter declining the offer due to low participation and financially they would be unable to obtain the necessary margin needed to sustain the program. Though they declined, they offered to visit the facility and present to all residents’ other services available.

State of Connecticut DOH-Housing Choice Voucher and Rental Assistance Programs: The Department finished June with 1,158 vouchers and RAP certificates 2 up from my previous report.

Local Section 8: The department ended June with 307 vouchers, 3 up from the last report. The department continuous to work diligently in assuring accuracy and getting full participation from clients.

Court Street: Lobby project contracts signed. Work commenced on 4/16/2019. Paint is complete, Laundry Room machines to be removed 7/11-7/18 to complete lobby upgrade. A bus has been scheduled for the convenience of our residents for 7/16/19. This service will be offered from 11am-4pm. Wall covering installation completed on 7/3/2019. Corridor carpet complete, vestibule carpeting complete, elevators flooring complete, gift shop flooring complete. Abatement scheduled for 7/11/19. Long benches laminate work is underway off site and Vestibule benches are being prepped and primed off-site. Bench cushions are 5-6 weeks out. Window blinds installed and completed on 7/2/2019. Electrical is complete.

Becker Place: Architectural and Engineering walk through pre-proposal accepted on April 12th. Walk through and scope review completed on 5/29/2019. Scope review to be determined and work schedule to be determined.

OLD BUSINESS:

Court Towers – Executive Director Betsy Soto gave update on the abatement.

Coffee shop is pending for contractor to complete. Laundromat room will close for repair.

NEW BUSINESS:

Increase in MERS (CT Municipal Employees Retirement System) – give out a letter date 6/25/19 from State of CT Comptroller.

Memo to Board – Board of Commissioner granted 0.5% as one-time additional to employees since New MERS contribution rate made employees net pay check amount less.

INFORMATIONAL:

Masonicare Email Response – Executive Director gave an overview.

CONN-NAHRO Annual convention – will hold its in August, next month. Accepting for registration if anyone want to attend.

VHA Annual Picnic & 60th Year Anniversary - Executive Director presented.

Yard Goats Game – Executive director gave update information.

EXECUTIVE SESSION:

At 1:42 pm, Commissioner Karen Roy-Guglielmi made a motion to go into Executive Session to discuss personnel and Hearing-CHRO Decision which was seconded by Commissioner Glenn Tarro, vote being 3 ayes. Executive Director Betsy Soto were invited to stay.

Bobbi Kruglik, Wendy Ng, left the meeting at 1:43pm

At 1:57 pm, return to meeting. Bobbi Kruglik and Wendy Ng returned to the meeting.

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

The July special meeting was adjourned at 1:57pm on a motion by Commissioner Glenn Tarro; seconded by Vice-Chairperson Karen Roy-Guglielmi with all voting in favor. Motion carries.

Executive Director