REGULAR MEETING – March 14, 2019

Vice-Chairperson Karen Roy-Guglielmi called the March Regular Meeting of the Housing Authority to order at 1:06 pm. Attendance upon roll call:

PRESENT: Vice-Chairperson Karen Roy-Guglielmi, Commissioners Peter Olson and Judy Hany, Executive Director Betsy Soto, Leasing Manager Judy Hyde and Bobbi Kruglik.

ABSENT: Chairman Mike O’Neil, Commissioner Glenn Tarro.

PUBLIC COMMENT: None.

MINUTES: On a motion made by Commissioner Peter Olson, the minutes of the February Regular meeting were approved as read. Commissioner Judy Hany seconded with the vote being 2 ayes. Motion carries.

BILLS: After review and discussion of the invoices paid, Commissioner Judy Hany made a motion to approve the payments. Commissioner Peter Olson seconded the motion with the vote being 2 ayes. The checks approved were: Revolving #66446-66486; Federal #24259-24294; Franklin Park East #1508-1513; Windermere Court #1617-1622; State #15054-15057; Congregate #12143-12159 Voucher #50888-50889; and Local #3256-3259. 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, Judy Hany gave an overview of the vacancies.

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. Delivery dates have been proposed for 3/13, 3/14, 4/3 & 4/4.

State of Connecticut DOH-Housing Choice Voucher and Rental Assistance Programs: The Department finished September with 1,171 vouchers and RAP certificates. 3 less from my previous report.

Local Section 8: The department ended September with 305 vouchers, 9 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. 90% completed.

Court Street:Lobby project contracts signed on 2/13/19. Construction date to be determined. No update until material has been received.

OLD BUSINESS: None

NEW BUSINESS:

Congregate Base Rent Increase: In the 2019/2020 Management Plan we are proposing a $20.00 increase in the Base rent for the Congregate Facility. Due to the anticipated growing operating costs at the development we will need to increase the base rents of the apartments. This increase is needed to maintain the viability of the property. The Tenant Meeting was held on March 7th to discuss the increase and it was well attended. There were no adverse comments. After some discussion, Commissioner Peter Olson made a motion to approve the $20.00 increase in base rent in the next year Management Plan. The increase would be effective 07/01/2019. Commissioner Judy Hany seconded the motion with the vote being 2 ayes. Motion carries.

INFORMATIONAL:

HUD Casualty Loss: HUD approved the 2 units in Franklin Park East that were damaged by fire to offline status. They will go back online when all the repairs have been completed.

Company Vehicle: Ms. Soto informed the Board the new Maintenance Pick up truck has arrived.

NERC/NAHRO Annual Conference: The Annual NERC/NAHRO Conference will be held in Portsmouth NH on June 23rd to the 26th. Ms. Soto and some staff plan on attending. The Board is welcome to attend, there are Commissioners training sessions on the agenda.

EXECUTIVE SESSION:

At 1:37 pm, Commissioner Peter Olson made a motion to go into Executive Session to discuss tenant issue. Commissioner Judy Hany seconded with the vote being 2 ayes. Ms. Soto, Ms. Hyde and Ms. Kruglik were invited to stay.

At 1:48 pm. Return to regular session.

The next meeting will be the April Regular Meeting which will be held on April 11, 2019 at 21 Court St. at 1:00 pm.

The March regular meeting was adjourned at 1:49 pm on a motion by Commissioner Judy Hany; seconded by Commissioner Peter Olson with all voting in favor. Motion carries.

Executive Director