REGULAR MEETING – October 10, 2019

Chairperson Mike O’Neil, called Regular Meeting of the Housing Authority to order at 1:02pm. Attendance upon roll call:

PRESENT: Chairperson Mike O’Neil, Commissioners Judy Hany, Peter Olson, Glenn Tarro, Executive Director Betsy Soto and Finance Manager Wendy Ng

ABSENT: Vice-Chairperson Karen Roy-Guglielmi

PUBLIC COMMENT: None.

MINUTES: Commissioners Peter Olson made a motion to approve the minutes of the September Regular meeting as read. Commissioner Glenn Tarro seconded with the vote being 3 ayes. Motion carries.

SPECIAL MEETING MINUTES: Commissioners Judy Hany made a motion to approve the minutes of the October special meeting as read. Commissioner Glenn Tarro seconded with the vote being 3 ayes. Motion carries.

BILLS: After review and discussion of the invoices paid, Commissioners Glenn Tarro made a motion to approve the payments. Commissioner Judy Hany seconded the motion with the vote being 3 ayes. The checks approved were: Revolving #66835-66890; Federal #24502-24538; Franklin Park East #1544-1548; Windermere Court #1661-1666; State #15097-15103; Congregate #12330-12368; Voucher #51456 and Local #3281-3282. Motion carries.

Cash Report: Cash Balances and Credit Card Statements and reviewed were reviewed by 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. Window Drapes installed 4/4/2019. There is an 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. Department of Housing has informed me that it’s their intent to convert the loan to a grant, and an official notification will be forthcoming. Artwork has been selected and approved. Installation begun on 7/3/2019 and to be completed by the end of the month. All Artwork has been now been installed and complete. Furniture has been selected and CHFA approved. Delivery dates have been proposed for 3/13, 3/14, 3/18, 4/12. All Furniture has been delivered and complete. 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 – 5/30/19. All cracked laminate has been replaced and work completed. Wall Map Glass installed and complete. Damaged tree and bushes throughout the property have been replaced with new ones. All bushes have been trimmed and will require to be maintained by VHA. Damaged wallpaper has also been replaced. All dinnerware, flatware, coffee mugs, cups, cutting boards and other miscellaneous items, have been replaced with new ones. There are still very minor items that are being addressed and project cannot be closed until the items meet project specifications.

State of Connecticut DOH-Housing Choice Voucher and Rental Assistance Programs: The Department finished August with 1,153 vouchers and RAP certificates. The department continues to work diligently in assuring accuracy in both programs and getting full participation from clients.

Local Section 8: The department ended August with 305 vouchers 5 up from last month. The section 8 list opened for the first time in over 5 years August 16th, 2019 and received 4,995 applications. The department continuous to grow and work diligently in assuring accuracy and getting full participation from clients.

Becker Place: Architectural and Engineering pre-proposal walk through have been completed. accepted. Scope review to be determined and work schedule to be determined. The design drawings phase has begun, in progress and to be continued until final drawings are approved.

Windermere Camera Project: A walk through of the property has been conducted. Camera designs have begun and its final design to be determined.

Windermere Site Improvement Project: Walk through of the property has been conducted and Proposals accepted. Contract signing date to be determined.

Windermere accident: Friday, July 26, 2019, a motor vehicle went through 2 units in the property. The units affected were 12 & 32. Both units suffered structural and electrical damage and were immediately deemed unhabitable. Renovations have commenced and framing, sheathing, vapor barrier, entry doors, windows and siding work have been completed so far. Additional work to continue.

OLD BUSINESS:

Becker Place: Architectural & Engineering design drawing phase has begun.

Windermere Court-Cameras: Project update provided.

NEW BUSINESS:

Windermere Court: Site Improvements: 2 units which HUD approved Casualty Loss are in status of accepting the proposal.

2020 Management Plan Analysis: Ms. Ng gave an overview of the proposed 2020 Management Plan. There is no increase in the Base Rent in the Plan. The Plan is effective January 1, 2020. After a review and discussion of the proposed Management Plan, Commissioner Peter Olson made a motion to approve the proposed Management Plan as presented. Commissioner Judy Hany seconded with the vote 3 ayes, no opposed. The motion carried and said resolution was adopted.

Audit: The Audit for the year ending 2018 has been completed. Retirement plan shows on audited Financial statement complied with new HUD report standard. Ms. Soto explains to the board.

Payment Standards: HCVP (Section 8) Payment Standards were presented and after some discussion, Commissioner Peter Olson made a motion to approve the Payment Standards for 2020 and commissioner Judy Hany seconded with the vote being 3 ayes. Motion carries.

INFORMATIONAL: Pending Litigation: Accident occurred on 6/8/19 at the Congregate Facility.

Memo to Board: Ms. Soto to attend NAHRO conferences in 2020. Board approved.

EXECUTIVE SESSION: NONE

The next meeting will be the combined November/December Regular Meeting which will be held on December 5, 2019 at 21 Court St. at 1:00 pm.

The October regular meeting was adjourned at 1:56pm on a motion by Commissioner Peter Olson; seconded by Commissioner Judy Hany, with all voting in favor. Motion carries.

Executive Director