REGULAR MEETING – September 12, 2019

Vice-Chairperson Karen Roy-Guglielmi called Regular Meeting of the Housing Authority to order at 12:58 pm. Attendance upon roll call:

PRESENT: Vice-Chairperson Karen Roy-Guglielmi, Commissioners Judy Hany, Peter Olson, Glenn Tarro, Executive Director Betsy Soto and Finance Manager Wendy Ng, Housing Programs Manager Michael Gentile Jr. & Facility Manager Michael Patrick

ABSENT: Chairperson Mike O’Neil,

PUBLIC COMMENT: None.

MINUTES: Commissioners Judy Hany 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, 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 #66733-66832; Federal #24451-24501; Franklin Park East #1537-1543; Windermere Court #1651-1660; State #15085-15096; Congregate #12286-122329; and Local #3275-3280. 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 Housing Programs Manager Michael Gentile Jr. 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 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. I have received notification from the Department of Housing that it is their intent to convert the loan to a grant, and 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 (Estimated time, may complete prior to 5/30). All cracked laminate has been replaced and work completed. Wall Map Glass installed and complete. There are still items that are being addressed and project cannot be closed until the items have been re-installed per the project specifications.

*State of Connecticut DOH-Housing Choice Voucher and Rental Assistance Programs****:*** The Department finished August with 1,155 vouchers and RAP certificates. The department continues to work diligently in assuring accuracy in both programs and getting full participation from clients.

*Federal Section 8:* The department ended August with 300 vouchers. The section 8 Waiting List opened for the first time in over 5 years August 16th, 2019. This will allow the department to add vouchers to the program. 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 completed. Lobby benches laminate work has been completed. Vestibule benches complete and reinstalled. Bench cushions complete and installed. Window blinds installed and completed on 7/2/2019. Electrical is complete. All work has been completed and finalized.

*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. The design drawings phase has begun and in progress.

*Windermere Camera Project*: A camera design professional has been hired to work on this project. A walk through of the property was done 8/29/2019. Camera designs have begun and in the beginning stages. A Preliminary design estimated by 9/14/2019.

On 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. American Total Restoration were hired to take immediate emergency measures to secure and stabilize the structures. A contract with ATR was signed on 8/30/2019 and renovations are due to begin. HUD has been notified and has approved both units to convert to Vacant HUD Approved Casualty Loss effective 7/26/2019.

OLD BUSINESS:

Court Towers –Coffee shop & Laundromat room is completed. Members have tours.

Becker Place – in beginning processing procedure

NEW BUSINESS:

Windermere Court – Security Camera will be installing. 2 units Vacant HUD approved Casualty Loss.

INFORMATIONAL:

Grant Closeout – Capital Fund Program 501-16 closed out now.

Department of Labor-Memo -Executive Director explains the current situations

CHFA-Grove Court Site Visit- Memo – CJFA Site Visit completed. Units observed appeared to be in decent, safe and sanitary condition, and in good repair.

NAHRO – Executive Director had been selected to be in 2 committees

Conn-NAHRO- Executive Director becomes Board member of CONN.

EXECUTIVE SESSION: NONE

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

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

Executive Director