

REGULAR MEETING – October 9, 2014

Chairman Peter Olson called the October Regular Meeting of the Housing Authority to order at 1:00 pm. Attendance upon roll call:

PRESENT: Chairman Peter Olson, Vice-Chairman Mike O'Neil, Commissioners Nancy Osborn, Karen Roy-Guglielmi and Raymond Powers and Executive Director Jeffrey Arn.

ABSENT: None

PUBLIC COMMENT: None

MINUTES: On a motion made by Commissioner Ray Powers, the minutes of the September Regular meeting were approved as read. Commissioner Karen Roy-Guglielmi seconded with the vote being 2 ayes, 2 abstain. Motion carries.

BILLS: After review and discussion of the invoices paid, Commissioner Mike O'Neil made a motion to approve the payments. Commissioner Nancy Osborn seconded the motion with the vote being 4 ayes. The checks approved were: Revolving #62730-62801; Federal #22127-22167; Franklin Park East #1146-1151; Windermere Court #1162-1168; State #14558-14563; Voucher #46562-46626; Congregate #10470-10502 and Local #2556-2561. 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 by Mr. Arn.

EXECUTIVE DIRECTOR'S REPORT:

Congregate: The Health and Wellness Programs continue including: Weekly Exercise/Balance Program by the VNA; Monthly BP Clinic by the VNA; Monthly Foot Care Clinic by PEDI-CARE. Regularly Scheduled Activities: Shopping bus twice a week, board and card games, bingo, movies, entertainment, monthly newsletter and monthly activity calendar, along with our weekly calendar. This month's entertainment included: Piano sing a longs with Duncan; Music with the Notables; Silver Wolf: Country Duo: Therapy Dog Labradoodle and Lucy Falk taught two classes of Crochet and Knitting. This month's new entertainment was Stories and Skits with Mrs. Drinkwater. The residents were able to participate in skits. We also had Music with Jeffery Engels. He plays music and speaks about the music and writers. This month's speaker was Joann from the VNA. She spoke about behavior and how to react. Resident Services Coordinator, Donna Webber, coordinated a trip to the Christmas Tree Shop then to Panera for coffee and dessert. Two of our residents participated in this event. We continue with spontaneous games along with our scheduled ones. Pitkat Congregate

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sponsored the VHA Board of Commissioner Meeting that was held on September 11th. The residents were able to speak during the public comment portion and were interested to see how the meeting ran.

Local Section 8: We currently have a count of 285 vouchers which the same as September. There are currently four people from our old waiting with vouchers looking for apartments. We will begin drawing from the new waiting list once these people are leased up and we need to increase our numbers.

State of CT DOH: We currently have a Voucher and RAP Certificate count of 1,004 which is up 11 from the June. The Program has reached the goal set for them of 1,000 vouchers before the end of the year. We are currently searching for a part time clerical assistant for this program to help improve workflow and handle the additional workload. Several resumes were received and interviews will be held in October.

Maintenance: We received the resignation of one of our maintenance workers in August and we are now recruiting for this position. Several resumes were received and interviews will be held in October.

Energy Performance Contract: The Board of Commissioners accepted the proposal from CTI Energy Services, LLC and authorized the commencement of the Energy Audit phase. CTI began the onsite audit on December 30. CTI and their representatives completed the energy audit in April. We submitted an application for a low interest loan through the Connecticut Housing Financing Association (CHFA) to fund this work. We have submitted our proposed Energy Performance Contract to HUD for approval pending the loan approval from CHFA. We have been able to get them to lower the rate to 2.51% from the original 3.5% by paying a 2.25% transaction fee of \$37,706. This will allow us to realize a savings of \$297,521 over the life of the loan. We have received verbal approval of our loan application and are awaiting written approval.

Site Improvements at Franklin Park East and West: This project was publically advertised and bids were received and opened on August 28th. Four bids were received ranging from \$266,034 to \$667,000. The engineers estimate for the project was \$241,773. The board of commissioners accepted the low bid from B&W Paving in the amount of \$266,034. The contract signing was scheduled for September 30th but has been delayed due a conflict in the timing of the project.

Non Profit: We are currently putting together the bid documents to construct the duplex at 72 Village Street. We initially wanted to avoid the bidding process and solicit three proposals but State guidelines do not allow us to do so.

OLD BUSINESS:

Disposition of Becker Place: Mr. Arn presented to the Board the De Minimis Exception to Demolition, HUD Form, to remove the two units at 6 Becker place. These units will be demolished. After some discussion, Commissioner Nancy Osborn motion to accept

Resolution 382 which resolve to authorize the demolition and disposal of 6 Becker Place from federally funded public housing program under the De Minimis rule. Commissioner Mike O'Neil seconded with the vote being 4 ayes. Motion carries. Resolution 382 was resolved.

NEW BUSINESS:

2015 Management Plan: Mr. Arn presented to the Board the proposed 2015 Management Plan for the Grove St. complex. There is not an increase in base rent. After some discussion, Commissioner Ray Powers made a motion to accept Resolution 383 and approve the 2015 Management Plan, Commissioner Nancy Osborn seconded with the vote being 4 ayes. Motion carries. Resolution 383 was resolved.

INFORMATIONAL:

Mr. Arn distributed the Pitkat Newsletter to the Board.

The PILOT payment will be presented at the Town Council meeting on 10/21/14.

A Special Meeting is scheduled for October 17, 2014 to approve the Annual Agency plan. It will be held at 1:00. Town Clerk will be notified.

EXECUTIVE SESSION: None.

The next Regular meeting will be the combined November/December Regular Meeting which will be held on December 4, 2014 at 21 Court St at 1:00 pm.

The October Regular meeting was adjourned at 1:25 pm on a motion by Commissioner Ray Powers; seconded by Commissioner Mike O'Neil with all voting in favor. Motion carries.

Executive Director

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