

REGULAR MEETING – April 8, 2015

Chairman Peter Olson called the April Regular Meeting of the Housing Authority to order at 1:05 pm. Attendance upon roll call:

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

ABSENT: None

PUBLIC COMMENT: Mike Winkler in attendance with no comment.

MINUTES: On a motion made by Commissioner Ray Powers, the minutes of the March Regular meeting were approved as read. Commissioner Nancy Osborn seconded with the vote being 4 ayes. Motion carries.

BILLS: After review and discussion of the invoices paid, Commissioner Nancy Osborn made a motion to approve the payments. Commissioner Ray Powers seconded the motion with the vote being 3 ayes. The checks approved were: Revolving #63249-63314; Federal #22366-22404; Franklin Park East #1180-1186; Windermere Court #1212-1219; State #14607-14612; Voucher #47025-47027; Congregate #10683-10717 and Local #2598-2605. Motion carries. The Housing Authority's credit card invoice was reviewed and approved.

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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:

Francis Pitkat Congregate Living Center: *Prepared by Mary Wheeler Resident Service Coordinator* 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, two jigsaw puzzles, bingo, movies, entertainment, monthly newsletter and monthly activity calendar, along with our weekly calendar, weekly menus, weekly trivia, sing-a-longs with Duncan every Sunday, and our monthly Birthday Celebration, including cake and balloons. Due to resident's request, we've added a weekly Walking Club. Every Friday afternoon our Attendant, Laurie Mangun, plays cards or crafts with the residents. She made scarves out of t-shirt's, and bunnies with candy inside out of washcloths, ribbons, and plastic eggs. Tony, the fulltime attendant Monday through Friday does the After Dinner Club and King's Corner card game each week. Due to low to no participation we feel we will not offer that anymore at this time. He will continue to do the Thursday night movie and Friday night Bingo each week. Music this month included a favorite the Country Duo, as well as, Nina

Ronanowski, Eva Devine, and John Grundstrom. We also had a therapy dog, and a speaker on near death experiences. The average turnout for the day time activities each week is approximately 6 to 10. Music usually draws the most. We had a food committee meeting to touch base with our residents on their thoughts about the menus that we have had over the month. We have handed out a survey for their choices for our 4 options we offer in place of the daily meal.

We received notice from the assisted living services provider Hebrew Community Services that they terminating our assisted living agreement effective May 27, 2015. We will need to make a decision regarding the future of this program at the Pitkat Center. We met with Utopia and Masonic Care the only two organizations that provide in house services like this in the state. We are waiting to hear from them to see if they are interested in submitting a proposal.

Francis Pitkat Congregate Living Center Renovations: We anticipate applying for funding to complete needed renovations that were identified in the recent Capital Needs Assessment of the Pitkat Center. The Board of Commissioners voted to proceed with Quisenberry Arcari Associates to perform the design services needed to apply for this funding. We have begun working on the design and application for funding. A pre-development loan application was completed and submitted to the State to pay for the design and application process. Several design meetings have been held with the architect and engineers. A meeting to explain the design concepts and solicit opinions from residents is scheduled for April 2nd.

Local Section 8: The department ended March with a count of 280 vouchers which is the same as my previous report. Letters were sent to the first thirty people from the new waiting list to begin the process of issuing them vouchers to increase our numbers in January. Twenty-two responded and of those seventeen were eligible and issued vouchers in February. Letters requesting updated information were sent to the next sixty families on the waiting list in March.

State of Connecticut DOH-Housing Choice Voucher and Rental Assistance Programs: The Department had a decrease in voucher and certificate totals to for the first time in over a year. The count was 1,045 which is down 1 from the previous month. However, we anticipate the totals will continue to grow.

Maintenance: The snow finally began to melt in March and the ice dams and leaking have subsided. We are using Belfor Restoration to repair the damages caused by the leaks. A meeting was held to review all the damages with the contractor and insurance adjuster and we are all working together to settle the claim amount and get the repairs completed.

Energy Performance Contract: The Board of Commissioners accepted the proposal from CTI Energy Services, LLC and authorized the commencement of the Energy Audit phase in October 2013. CTI began the onsite audit on December 30, 2013. CTI and their representatives completed the energy audit in April 2014. We submitted the

energy performance contract to HUD in July 2014 and received approval October 10, 2014. We submitted a low interest loan application to CHFA to finance this contract in September 2014 and closed on the \$1,633,768 loan on December 16, 2014. The new low flow toilets, aerators and showerheads for the first phase of the energy improvement measures were delivered in December 2014. The installation of toilets, showerheads and aerators began in January. All of Franklin Park East, West and Windermere Court were completed in January. Court Towers was completed in February. The contractor received bids for the heat pump installations at Franklin Park East West and Windermere. The bids came in higher than expected and they are currently working with the low bidder to find cost savings so that this portion of the work can proceed. We are still waiting on final rebate amounts from Eversource (Formally CL&P) to move forward.

Site Improvements at Franklin Park East and West: The board of commissioners awarded the contract to B&W Paving in the amount of \$266,034 in September 2104. The contract was signed in October and the construction will begin in the spring of 2015.

Non Profit: We have received the bid documents to construct the duplex at 72 Village Street and will be putting the project out for bid when schedule allows.

OLD BUSINESS:

Congregate ALSA Services: Mr. Arn has met with Utopia and Masonicare for ALSA services. He received a proposal from Utopia and will meet with them next week to finalize the contract.

NEW BUSINESS:

Congregate Base Rent Increase: The proposed Base Rent increase would be \$40.00 for an efficiency and \$50.00 for a 1 bedroom. Bringing the Base rents to \$420 and \$490 respectively. After some discussion, The Board would like to table to the next meeting.

SSHP Funds Application: Mr. Arn is submitting an Application for SSHP Funds for the rehabilitation of the Pitkat Congregate Living Center. After some discussion, Commissioner Mike O'Neil made a motion that the Executive Director, is hereby authorized, empowered and directed to execute the application for SSHP funds in the amount not to exceed \$4 million for the purpose of rehabilitation of Pitkat Congregate Living Center and the reestablishment of one additional apartment of on behalf of the Authority, and to take any and all such action necessary, ancillary and incidental thereto to fulfill that purpose. Commissioner Ray Powers seconded with the vote being 4 ayes. Motion carries.

INFORMATIONAL: None

The next Regular meeting will be the Annual and May Regular Meeting which will be held on May 14, 2015 at 21 Court St at 1:00 pm.

The April Regular meeting was adjourned at 2:10 pm on a motion by Commissioner Ray Powers; seconded by Commissioner Mike O'Neil with all voting in favor. Motion carries.

Executive Director