

REGULAR MEETING – January 8, 2015

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Chairman Peter Olson called the January Regular Meeting of the Housing Authority to order at 1:05 pm. Attendance upon roll call: 15 APR 8 2015 4:00

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

ABSENT: Commissioner Nancy Osborn.

PUBLIC COMMENT: None

MINUTES: On a motion made by Commissioner Karen Roy-Guglielmi, the minutes of the combined November/December Regular meeting were approved as read. Commissioner Mike O'Neil seconded with the vote being 3 ayes. Motion carries.

BILLS: After review and discussion of the invoices paid, Commissioner Ray Powers made a motion to approve the payments. Commissioner Karen Roy-Guglielmi seconded the motion with the vote being 3 ayes. The checks approved were: Revolving #62982-63061; Federal #22236-22288; Franklin Park East #1163-1167; Windermere Court #1189-1194; State #14580-14590; Voucher #46751-46818; Congregate #10566-10611 and Local #2575-2581. 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:

Francis Pitkat Congregate Living Center: Prepared by Judy Hyde, House Manager. 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 continued including: Shopping bus twice a week, board and card games, bingo, movies, entertainment, monthly newsletter and monthly activity calendar, along with our weekly calendar, weekly trivia and The Daily Chronicle to our monthly activities and our monthly Birthday Celebration. December's entertainment included: Piano sing a longs with Duncan; Holiday Karaoke with John; Santa Clause Symphony and Holiday Songs with Ellen & Veronica. Therapy Dog this month were 2 puppies in therapy training. This month's speakers from the Alliance for Holistic Living for Wellness, a view into aspects of us that help us survive spiritually and materially. This is the 4th of 6 sessions we have scheduled. December's activities: Resident Services Coordinator, Mary Wheeler, coordinated a trip to Bright Nights to see

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the Holiday Lights. We had a Holiday Party for the residents at our lunch time meal on the 19<sup>th</sup>. Every resident received a hand packed box of goodies to take back to their apartments. We also had a Holiday Pizza Party on the 23<sup>rd</sup> at 6:00 pm. This went great. Our employees, Laurie (her husband Paul) and Mary volunteered to assist Tony with this party. We continued with the weekly activities of games, the After Dinner Club, Movie, Bingo and Crafts. For January, we are going to try again, to have a Food Committee. We have asked the residents to select one person from each dining table to represent that table. As of December 31<sup>st</sup>, we have one person on the committee. We are also having our 2<sup>nd</sup> Activity Group meeting in January. We have only 5 residents volunteer for this committee. As of December 31<sup>st</sup> we have had only one suggestion from the committee. To schedule a trip to the Casino, Mary is trying to set up a trip in April. The committee started in November.

Local Section 8: The department ended December with a count of 283 vouchers is down four from November but an overall gain of six for 2014. We sent out letters to the first thirty people from the new waiting list to begin the process of issuing them vouchers to increase our numbers. Only twenty-two have responded. We have received the funding notification for the program for January but are waiting to hear on the rest of the year.

State of Connecticut DOH-Housing Choice Voucher and Rental Assistance Programs: The Department ended 2014 with a Voucher and RAP Certificate count of 1,029 which is up 9 from November and shows an increase of 94 for the year. The Program reached the goal set for them of 1,000 vouchers before the end of the year and continues to grow. Two part time clerical assistants have been hired to support this program and the additional workload.

Maintenance: The maintenance crew has been continuing their work turning vacant apartments quickly to help sustain our outstanding occupancy numbers. They have also completed all work orders from our recent annual inspections. In December we hired Precision Concrete Specialists to remove trip hazards from our concrete walks at Grove Court. A contractor working for CL&P performed some weatherization work at Franklin Park East and West at no cost to the VHA. This work will help to supplement the energy conservation measures we are taking with our energy performance contract and should help to realize additional savings at no cost.

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 and are scheduled to be installed beginning in January 2015.

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.

Computer Server Replacement and Relocation: The computer system server replacement and relocation was completed in December 2015. Our main server, security system and telephone system servers are now located in a locked room for security purposes.

Furniture Systems Replacements Court Towers Office: The purchase of new office furniture for the Receptionist, Resident Service Coordinator and DOH program offices was approved by the Board of Commissioners in December. The installation of the furniture is scheduled for January 19, 2015.

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. A request for qualifications for design professionals was issued in December to choose an Architect to design the renovations and assist us in the application process. The responses are due in mid-January.

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 in January.

#### OLD BUSINESS:

Additional Cost-Computer Server Replacement: Additional costs for SSL Certificates were an oversight in preparation of the contract for the Computer System Server Replacement and relocation. Since the oversight was by the contractor, the invoice was discounted by 35%. After some discussion, Commissioner Karen Roy-Guglielmi made a motion to approve the additional cost of \$985.00 to NetCenergy. Commissioner Ray Powers seconded with the vote being 3 ayes. Motion carries.

Tenant Commissioner Election: The Board reviewed the revised Tenant Commissioner Election Procedure. After some discussion, Commissioner Mike O'Neil made a motion to approve the amended Election procedures. Commissioner Karen Roy-Guglielmi seconded with the vote being 3 ayes. Motion carries. Mr. Arn will send out notices to tenants to start the Tenant Commissioner Election.

#### NEW BUSINESS:

Funding Request-VMT: The Vernon Multi-Disciplinary Team will hold the Seniorhood Fair in October. The Vernon Housing Authority was a Gold Sponsor at the last fair two years ago and had a booth to provide information on our housing programs. VMT has asked the Housing Authority to sponsor this year's event. After some discussion,

Commissioner Karen Roy-Guglielmi made a motion to approve the donation of \$1,000 as a Gold Sponsor of the Seniorhood Fair in October. Commissioner Ray Powers seconded with the vote 3 ayes. Motion carries.

Write-off Uncollectible Rent: The Leasing Agent provided to the Board a list of Tenant Account Receivables (TAR) that was deemed uncollectible and request these to be written off as of 12/31/2014. After some discussion, Commissioner Mike O'Neil made a motion to approve the write-off of uncollectible rent and tenant charges as of 12/31/2014. Commissioner Ray Powers seconded with the vote being 3 ayes. Motion carries.

**INFORMATIONAL:**

Mr. Arn received a letter from HUD stating the Audit finding from the 2013 Independent Audit was resolved and recommended actions were taken.

Mr. Arn provided to the Board a copy of the Memo to Staff regarding the 2014 Performance payment for their perusal.

Mr. Arn provided to the Board a copy of the Memo to Staff regarding 2015 Pay Increases for their perusal.

The NERC/NAHRO Winter Conference will be held in February at Foxwoods. Mr. Arn will be attending the three day conference and some of the Management staff will attend a one day session.

The next Regular meeting will be the February Regular Meeting which will be held on February 12, 2015 at 21 Court St at 1:00 pm.

The January meeting was adjourned at 2:01 pm on a motion by Commissioner Ray Powers; seconded by Commissioner Mike O'Neil with all voting in favor. Motion carries.

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Executive Director

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