

REGULAR MEETING – February 12, 2015

Chairman Peter Olson called the February 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, Commissioner Raymond Powers, Executive Director Jeffrey Arn, Finance Manager Bobbi Kruglik, Housing Programs Manager Linda McComber and Leasing Agent Tawny Pho.

ABSENT: Commissioner Nancy Osborn and Karen Roy-Guglielmi.

PUBLIC COMMENT: None

MINUTES: On a motion made by Commissioner Ray Powers, the minutes of the January Regular meeting were approved as read. Commissioner Mike O'Neil seconded with the vote being 2 ayes. Motion carries.

BILLS: After review and discussion of the invoices paid, Commissioner Mike O'Neil made a motion to approve the payments. Commissioner Ray Powers seconded the motion with the vote being 2 ayes. The checks approved were: Revolving #630502-63155; Federal #22289-22323; Franklin Park East #1168-1174; Windermere Court #1195-1205; State #14591-14598; Voucher #46887-46892; Congregate #10612-10648 and Local #2582-2591. 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, bingo, movies, entertainment, monthly newsletter and monthly activity calendar, along with our weekly calendar, weekly trivia and our monthly Birthday Celebration to our monthly activities. This month's entertainment included: Piano sing a longs with Duncan; two of the favorites, Country Duo and John Grundstrom as well as a new entertainer that the residents really enjoyed, Guy Mackenzie. This month's speakers were; Randy Kirsch speaking on hearing loss and how to communicate with the hearing impaired. From the Alliance for Holistic Living - Patricia Shannon, "The Power of Our Story." This is the 5th of 6 sessions we have scheduled. A speaker from VNA come and spoke about Dining Room etiquette.

Several students from Corner Stone came on the 16th to help with crafts. We continued with the weekly activities of games, the After Dinner Club, Movie, Bingo and Crafts. In addition to these activities, one of the Residents, Art Rowe, was kind enough to lend us the 12 set DVD's of the Dean Martin Variety Show that we have been showing twice a week during the day. We also had a Food Committee and Activity Committee meeting. We have asked the residents to select one person from each dining table to represent that table. As of December 31st, we have one person on the committee. We have 5 residents on the Activity committee. Several residents came to the meetings that were not signed up, but we did allow them to come and give their input.

Local Section 8: The department ended December with a count of 281 vouchers is down two from my previous report. 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. Twenty-two responded and of those seventeen are eligible and will receive vouchers this month. We have received the funding notification for the program through March but are waiting to hear on the rest of the year.

State of Connecticut DOH-Housing Choice Voucher and Rental Assistance Programs: The Department continues to increase the voucher and certificate totals to 1,036 which is up 7 from the previous month. Of the two part time clerical assistants hired one has worked out. The second position has been refilled by the third candidate from the original hiring process.

Maintenance: A water pipe froze in the attic of the Community Room at Windermere Court in December. The damage was contained to the Community Room but there is an extensive amount of repairs which has caused the Laundry Room to be closed. We have hired Belfor Restoration to complete the repairs which should be completed by the end of February. Our crews have been working tirelessly to keep up with the ever increasing snow fall totals. In addition to our own crew we have had to hire contractors to move the large piles of snow and to remove snow from roofs at Franklin Park and Grove Street. The large snow amounts and the freezing and thawing have created ice dams and subsequent water leaks at several Franklin Park West apartments.

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 and Court Towers has begun.

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.

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 was completed on January 19, 2015. We also replaced the carpeting in the DOH office while the old furniture was out and before the new furniture was installed.

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. We received eleven responses which were evaluated by a three person panel. The top three firms were interviewed and the best candidate has been selected.

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 February.

OLD BUSINESS: None.

NEW BUSINESS:

Violence Against Women Act Policy-revised: Ms. Linda McComber gave the Board an overview of the changes made to the Violence Against Women Act (VAWA), one being adding sexual assault which includes both genders. After some discussion, Commissioner Ray Powers made a motion to approve the VAWA Policy as amended which Commissioner Mike O'Neil seconded with the vote being 2 ayes. Motion carries.

Architect Recommendation-Congregate Renovations: As mentioned in the Executive Director's Report, three Architect Firms were interview to design the renovations at the Congregate Facility. The interviewing panel recommends Quisenberry Arcari Architects to do the design of the Interior and Exterior upgrades at the Congregate Facility. After some discussion, Commissioner Mike O'Neil made a motion to approve entering into a contract with Quisenberry Arcari Architects for the above mention work. Commissioner Ray Powers seconded with the vote being 2 ayes. Motion carries.

VHA Website: The current provider for our website has changed its format therefore the website will be redesigned with another provider. Ms. Tawny Pho gave an overview of the products and providers available and gave her recommendation to the Board. After some discussion, the Board approved hiring a local vendor, Image Works after comparing pricing which they were the lowest. Commissioner Ray Powers made a

motion to approved Image Works to redesign and maintain the VHA website.
Commissioner Mike O'Neil seconded with the vote being 2 ayes. Motion carries.

INFORMATIONAL:

Tenant Election: Letters were sent to all tenants and Section 8 lease holders regarding the Tenant Commissioner Election. The current Tenant Commissioner, Ray Powers announced that he will not run to renew his Board position due to personal reasons. The signed petitions are due March 3rd.

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

The February meeting was adjourned at 1:50 pm on a motion by Commissioner Mike O'Neil; seconded by Commissioner Ray Powers with all voting in favor. Motion carries.

Executive Director

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