REGULAR MEETING – December 5, 2019

Chairperson Mike O’Neil called the combined November/December Regular Meeting of the Housing Authority to order at 1:13 pm. Attendance upon roll call:

PRESENT: Chairperson Mike O’Neil, Vice-Chairperson Karen Roy-Guglielmi, Commissioners Glenn Tarro, Judy Hany and Peter Olson, Executive Director Betsy Soto and Finance Manager Wendy Ng

ABSENT: None

PUBLIC COMMENT: None.

MINUTES: On a motion made by Commissioner Glenn Tarro, the minutes of the October Regular meeting was approved as read. Commissioner Judy Hany seconded with the vote being 4 ayes. Motion carries.

BILLS: After review and discussion of the invoices paid, Commissioner Glenn Tarro made a motion to approve the payments. Commissioner Peter Olson seconded the motion with the vote being 4 ayes. The checks approved were: Revolving #66891-66977; Federal #24539-24593; Franklin Park East #1449-1577; Windermere Court #1667-1678; State #15104-15111; Congregate #12376-12422; Voucher #51457-51459; and Local #3283-3290. 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 Ms. Soto.

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 an 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. Department of Housing has informed me that it’s their intent to convert the loan to a grant, and an 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 – 5/30/19. All cracked laminate has been replaced and work completed. Wall Map Glass installed and complete. Damaged tree and bushes throughout the property have been replaced with new ones. All bushes have been trimmed and will require to be maintained by VHA. Damaged wallpaper has also been replaced. All dinnerware, flatware, coffee mugs, cups, cutting boards and other miscellaneous items, have been replaced with new ones. Facility Signature has been ordered and installation date to be determined. There are still very minor items that are being addressed and project cannot be closed until the items meet project specifications.

State of Connecticut DOH-Housing Choice Voucher and Rental Assistance Programs: The Department finished August with 1,146 HCV and RAP certificates. The department continuous to grow and work diligently in assuring accuracy and getting full participation from clients.

Local Section 8: The department ended August with 305 vouchers 5 up from last month. The department continuous to grow and work diligently in assuring accuracy and getting full participation from clients.

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, in progress and to be continued until final drawings are approved. Next the cost of scope of work to be done and an Environmental Review Report (ERR).

Windermere Camera Project: A camera design professional has been hired to work on this project. A walk through of the property has been conducted. Camera designs have begun and its final design to be determined. Drawings have been finalized and bid opening was conducted on 11/6/19. Due to only receiving one bid, the bid was rejected. New Bid re-advertising and re-opening dates to be selected.

Windermere Site Improvement Project: Walk through of the property has been conducted and Proposals accepted. Architect has been selected and contracts signed. The design drawings phase has begun, in progress and to be continued until final drawings are approved.

Windermere Accident: 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. Renovations have commenced and framing, sheathing, vapor barrier, entry doors, windows and siding work have been completed so far. Additional work to continue. Both units are now fully complete and ready for occupancy.

OLD BUSINESS: None

NEW BUSINESS: 2020 Federal Budget: Ms. Ng gave an overview of the proposed 2020 Federal Budget. After a review and discussion of the proposed 2020 Federal Budget, Commissioner Karen Roy-Guglielmi made a motion to approve the 2019 Federal Budget as presented. Commissioner Peter Olson seconded with the vote being 4 ayes, no opposed. The motion carried and Resolution 401 was adopted.

Write-Off Tenant Accounts Receivable: Ms. Ng provided to the Board a detailed list of outstanding Tenant Accounts Receivables of vacated Tenants that was deemed uncollectible. These amounts are posted the HUD PIC system to insure payment if the tenant requests housing subsidy. Commissioner Peter Olson made a motion to write-off the TARs deemed uncollectible. Commissioner Judy Hany seconded with the vote being 4 ayes. Motion carries.

HCV 2020 Utilities: New release Utility Allowance table for 2020. After some discussion, Commissioner Karen Roy-Guglielmi made a motion to approve HCV 2020 Utilities, Commissioner Glenn Tarro seconded with the vote being 4 ayes. Motion carries.

Becker Place: Ms. Soto presented to the board a change the current HUD status from Demolition Disposition to Rehabilitation Modernization. This is because the property will no longer be demolished and instead be rehabilitated. After some discussion, Commissioner Karen Roy-Guglielmi motion to accept Resolution 402 which resolve to authorize to rescind the Demolition/Disposition approval status and move the 6 Becker Place, Vernon, CT property to Rehabilitation/Modernization status to allow the units to receive Capital and Operating Funding. Commissioner Judy Hany seconded with the vote being 4 ayes.

Performance Payments Recommendation: The Housing Authority has reached and or exceeded the goals set for the managers this year, continuing to maintain a high level of service for our clients and tenants. Ms. Soto would like to give a one-time performance payment for their hard work and dedication to the agency. After some discussion, the Board reviewed the recommended payment schedule and determined it to be fair. Commissioner Karen Roy-Guglielmi made a motion to approve the recommended amounts. Commissioner Glenn Tarro seconded with the vote being 4 ayes. Motion carries.

Franklin Park East Strom Damages: Executive Director discussed October 16, 2019 storm damages throughout the property.

INFORMATIONAL: List of 2020 meeting dates were provided to the Board and will be submitted to the Town Clerk. Commissioner Karen Roy-Guglielmi made a motion to approve. Commissioner Judy Hany seconded with the vote being 4 ayes. Motion carries.

Housing Conference: Ms. Soto requested to attend February 2020 housing conferences. After some discussion, Commissioner Karen Roy-Guglielmi made a motion to approve. Commissioner Peter Olson seconded with the vote being 4 ayes. Motion carries.

EXECUTIVE SESSION:

At 2:38 pm; Commissioner Karen Roy-Guglielmi made a motion to go into Executive Session to discuss Executive Director Review and salaries. Commissioner Peter Olson seconded with the vote being 4 ayes. Ms. Soto and Ms. Ng left the meeting.

At 2:48 pm; Ms. Soto was invited to the meeting.

At 2:51pm; Returned to regular session. Ms. Soto and Ms. Ng returned to the meeting.

The next Regular meeting will be the January Regular Meeting which will be held on January 9, 2020 at 21 Court St. at 1:00 pm.

The combined November/December meeting was adjourned at 2:52 pm on a motion by Commissioner Glenn Tarro; seconded by Commissioner Peter Olson with all voting in favor. Motion carries.

 Executive Director