REGULAR MEETING – June 13, 2019

Chairperson Mike O’Neil called the May Regular Meeting of the Housing Authority to order at 1:05 pm. Attendance upon roll call:

PRESENT: Chairperson Mike O’Neil, Vice-Chairperson Karen Roy-Guglielmi, Commissioners Peter Olson, Glenn Tarro, Executive Director Betsy Soto and Finance Manager Bobbi Kruglik, Wendy Ng, Attorney - Michael Wrona

ABSENT: Commissioner Judy Hany

PUBLIC COMMENT: None.

MINUTES: Vice-Chairperson Karen Roy-Guglielmi made a motion to approve the minutes of the Annual Regular meeting as read. Commissioner Peter Olson seconded with the vote being 3 ayes. Motion carries. Vice-Chairperson Karen Roy-Guglielmi made a motion to approve the minutes of the May Regular meeting as read. Commissioner Peter Olson seconded with the vote being 3 ayes. Motion carries.

BILLS: After review and discussion of the invoices paid, Vice-Chairperson Karen Roy-Guglielmi made a motion to approve the payments. Commissioner Peter Olson seconded the motion with the vote being 3 ayes. The checks approved were: Revolving #66556-66600 Federal #24341-24380; Franklin Park East #1520-1524; Windermere Court #1632-1638; State #15070-15074; Congregate #12197-12228 Voucher #51066-51067; and Local #3267-3270. Motion carries. The Housing Authority’s credit card invoice was reviewed and approved.

Cash Report: The Cash Balances and Credit Card Statement were reviewed by the Board of Commissioners. Finance Manager Bobbi Kruglik.

Occupancy Report: The Occupancy report was present by Property Manager Judy Hyde reviewed with the Board of Commissioners.

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. Seed will not grow in November. BRD sowns lawn, will come back in the spring. Lawn treatment scheduled for the week of April 15, 2019. Window Drapes were installed 4/4/2019. There are still items that are being addressed and project cannot be closed until the items have been installed per the project specifications. There is no current 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. Artwork has been selected and approved. Furniture has been selected and CHFA approved. Delivery dates have been proposed for 3/13, 3/14, 3/18, 4/12. Cracked Wall Laminate Replacement: Phase 1: Second Floor laminate replacement 5/2 – 5/16 (Estimated time, may complete prior to 5/16) Phase 2: First Floor Laminate replacement 5/16 – 5/30 (Estimated time, may complete prior to 5/30) Review panel colors and verify color match. Assisted Living contracted company have decided to close its doors effective 6/30/2019 due to low participation (5) and no funding. We continue to work with the State of Connecticut DOH to come up with a solution. Due to Legislation flat lining the budget, for now ERAP subsidy is not an option. DOH has informed me that they were aware this could potentially be the outcome due to diminishing programs such as ERAP. Out of 25 entities, while not all initially signed up for the program, and not counting VHA there are only 9 are left and some are currently facing the same issue.

State of Connecticut DOH-Housing Choice Voucher and Rental Assistance Programs: The Department finished May with 1,156 vouchers and RAP certificates 4 less from my previous report.

Local Section 8: The department ended May with 304 vouchers, up 3 from the last report. The department continuous to work diligently in assuring accuracy and getting full participation from clients.

Franklin Park East and West: Camera project commenced on 1/12/2019. 100% completed.

Court Street: Lobby project contracts signed. Work commenced on 4/16/2019. Paint is complete, except- waiting on Laundry Room machines to be removed, Office 104 contents to be removed to finish two walls, wallcovering after the bench is re-laminated, and the benches. Corridor carpet is complete, elevators are complete and store are complete. Abatement scheduled for the week of 7/11/19. Once completed, finishes to the Laundry and Coffee Shop will begin. Entrance walk-off mat to order materials ordered. Electrical is complete. Window blinds selected. Bench color selected; wood bench laminate selected.

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.

OLD BUSINESS: none

NEW BUSINESS: none

INFORMATIONAL: Commissioner Contact information was distributed to the Board.

EXECUTIVE SESSION:

At 1:33 pm, Commissioner Karen Roy-Guglielmi made a motion to go into Executive Session to discuss personnel and CHRO Decision which was seconded by Commissioner Glenn Tarro, vote being 3 ayes. Ms. Soto and Mr. Wrona were invited to stay.

Ms. Kruglik, Wendy Ng, Michael Gentile, Michael Patrick and Judy Hyde left the meeting.

At 2:10 pm, Mr. Wrona left the meeting.

At 2:40 pm, return to Regular meeting. Ms. Kruglik and Ms. Ng returned to the meeting.

The Board will table the Personnel request to the next meeting.

The next meeting will be the combined July/August Regular Meeting which will be held on July 10, 2019 at 21 Court St. at 1:00 pm. The meeting date has been changed and the Town Clerk will be notified.

The June Regular meeting was adjourned at 2:43 pm on a motion by Commissioner Karen Roy-Guglielmi; seconded by Commissioner Glenn Tarro with all voting in favor. Motion carries.

Executive Director