REGULAR MEETING – May 9, 2019

Chairperson Mike O’Neil called the May Regular Meeting of the Housing Authority to order at 1:12 pm. Attendance upon roll call:

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

ABSENT: None.

PUBLIC COMMENT: None.

MINUTES: Commissioner Glenn Tarro made a motion to approve the minutes of the April Regular meeting as read. Commissioner Judy Hany seconded with the vote being 4 ayes. Motion carries.

BILLS: After review and discussion of the invoices paid, Commissioner Peter Olson made a motion to approve the payments. Commissioner Glenn Tarro seconded the motion with the vote being 4 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.

Occupancy Report: The Occupancy report was 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 owns 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 and no funding. Working with the State of Connecticut for further directives.

State of Connecticut DOH-Housing Choice Voucher and Rental Assistance Programs: The Department finished March with 1,161 vouchers and RAP certificates 4 less from my previous report.

Local Section 8:The department ended September with 301 vouchers, 0 down 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. 98% 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, Store is complete. Waiting on Abatement to finish Laundry and Coffee Shop, and design decision for Entrance walk-off mat to order materials. Vinyl base is installed where the walls are painted, not where there will be wall covering. Electrical is complete. Waiting on color selection for window blinds.

Becker Place: Architectural and Engineering walk through pre-proposal accepted on April 12th. Walk through and scope review scheduled on 5/29/2019.

OLD BUSINESS:

Informal Hearing: Ms. Soto received the results of the Informal Hearing from the Hearing office and the finding was in our favor.

NEW BUSINESS:

2020 Congregate Management Plan & Congregate Services Budget: Ms. Soto presented to the Board the proposed Congregate Management Plan and Congregate Services Budget for approval. Ms. Kruglik gave an overview of the Management Plan which includes a $20.00 increase in the base rent. The Services Budget would increase the cost of Core Services to $830.00. After some discussion, The Board approved both plans in Resolution #399. Commissioner Karen Roy-Guglielmi made a motion to approve the Management Plan and Congregate Services Budget as presented and accept Resolution #399. Commissioner Judy Hany seconded with the vote being 4 ayes. Motion carries.

Audit: Ms. Soto informed the Board that the Independent auditor’s visit to review the 2018 activity has been completed. At the exit interview, one area of concern was compliance with the Pubic Housing program. This will probably be a finding.

INFORMATIONAL:

Ms. Soto informed the Board of recent positions filled. Michael Patrick was hired as the Facilities Manager and Michael Gentile was promoted to Housing Program Manager.

At the NERC/NAHRO Conference there will a Commissioner 101 Training session on the Sunday before the Conference starts. The Board is welcomed to attend.

EXECUTIVE SESSION:

At 2:45 pm, Commissioner Karen Roy-Guglielmi made a motion to go into Executive Session to discuss pending ligation which was seconded by Commissioner Glenn Tarro, vote being 4 ayes.

At 3:00 pm, Return to Regular meeting.

The next meeting will be the June Regular Meeting which will be held on June 13, 2019 at 21 Court St. at 1:00 pm.

The May Regular meeting was adjourned at 3:01 pm on a motion by Commissioner Karen Roy-Guglielmi; seconded by Commissioner Glenn Tarro with all voting in favor. Motion carries.

Executive Director