

Trumbull Housing Authority – February 23, 2015

Trumbull Housing Authority
February 23, 2015
4:00 pm
Community Room of Stern Village

Commissioners Present: Chairman Janice Kopchik; Commissioners Susan Fatse, Thelma Burr, Suzanne Donofrio and Linda Nassrah

Also Present: Executive Director Harriet Polansky

The meeting was called to order at 4:05 pm by Mrs. Kopchik. Roll call was conducted followed by the Pledge of Allegiance.

Past Minutes

After a review of the minutes, the following changes were noted:

1. Under Treasurer's Report – last line first paragraph should read "DOH for Stern Center" not Stern Village.
2. Under Treasurer's Report – second paragraph last sentence should read "They did a beautiful job ...".
3. Under Executive Director's Report – third line in first paragraph should read "Accounts Payable" instead of AP.

Motion was made by Mrs. Kopchik to approve the minutes as amended. Seconded by Mrs. Donofrio and approved unanimously.

Resident Comments

Mr. Littlefield addressed the Commission requesting a report on how the replacement of "led" lighting is working out. He requested a report which includes the cost of replacement installation and a side by side monthly comparison of before and after electrical consumption. Such report should be made at the March meeting and distributed to each and every tenant for their information. It was noted by the Commission that the savings was discussed at the onset of the project.

Treasurer's Report

Mrs. Burr reported for the seven month period ending January 31, 2015, Stern Village and Stern Center had an overall profit of \$5,071. All current vendors have been paid except for the PILOT payments. The cash position is healthy at the present time. The Village current cash position is approximately \$51,683. The Center cash position is \$1,001. Vacancies have been reduced in both the Village and the Center. There have been some capital expenditures this period. A new snow blower was purchased and some water pipes for the sprinkler system in the Center were repaired.

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Executive Director's Report

Ms. Polansky thanked John Koch and everyone else for the cake celebrating her second anniversary at Stern Village. She noted that a lot has been accomplished with the Board of Commissioners and everyone's help that has made a positive impact on Stern Village and she will continue to move forward.

Currently, the reserve balance is over \$1,439,918, which is approximately under \$6,500 per unit in the entire complex. Overall cash position as of January 31, 2015 shows a balance of \$1,481,000, including the investment account. Also for the same time period, Accounts Payable is approximately \$55,878 including the PILOT accrual.

Salt has been purchased for walkways. A contractor has been used for snow removal due to the large amount of snow in the last few weeks. This will be an additional expense. She is also looking for other projects to improve the facility within the realm of affordability and need.

Ms. Polansky worked with GBTA to provide additional destinations for the residents. Milford Mall will be the third Tuesday of the month, Christmas Tree Shop and A.C. Moore will be the second Thursday and K-Mart, Ocean State Job Lot and the Dollar Tree will be the last Saturday of the month. The schedule will be posted in various locations and will be in the newsletter. Also, those that need transportation to doctor or dentist appointments will not have to pay any more. Transportation is available free of charge. Paulette can be contacted for the GBTA phone number so residents can make arrangements. A 48-hour notice is required.

Many of the residents thanked the Maintenance Department for doing a great job during the snow and ice storms. Ms. Polansky noted that residents should stay indoors during inclement winter weather, such as ice and snow, and wait for things to be cleared. Also, if you must go outside, dress appropriately for the conditions.

A grant for solar for the Congregate Building was made through CTEC Solar. Ms. Polansky has been working with CHFA on this project since last summer. This is the perfect location for solar since there is a new roof, the building is two stories and there is absolutely no shade. The state has limited funding for solar projects and there is a 50% chance of approval.

The final session was held with the Academy. Ms. Polansky presented another power point on the project and plans to DOH and CHFA and syndicators. The THA will need syndicators or investors in order to get Low Income Housing Tax Credits (LIHTC). Ms. Polansky also detailed letters of commitment from the nurse, counselors, Well Care and the Library to show the state that we receive supportive services, therefore, we need a large community center.

There were some major sewer issues in the middle section. Residents are continuing to put oil, grease and diapers down their drains. Information will be sent to those residents regarding what can and

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cannot be put down the drain. The pipes are old, the sanitary system is old and this will be addressed during the revitalization.

A meeting is scheduled with CHFA and DOH next week to go over the funding. They will review our needs and large funding request in order to move forward. We are moving forward and getting all the necessary documents completed. The environmental specialist will be coming again on Wednesday to check for some caulking and should not interfere with anyone. Sub-surface drilling will be conducted on Wednesday. Residents have been alerted through various methods.

A better robo calling system is being investigated. Ping Town is great but the system needs to be updated regularly because of frequent changes with the residents and these updates are not always done in a timely fashion. Costs are being reviewed and a system that is more reliable for the Village is being determined.

Unfinished Business

None.

New Business

Mrs. Kopchik noted two items for discussion:

1. Subsurface investigation that is needed for the pre-development stage of the rehabilitation and redevelopment of Stern Village. Possible approval.
2. Review of Scheme G and approval for the upcoming April funding.

Mr. Brandt Jobst and Frank Stellato discussed the subsurface investigation which is a review of what soils are beneath the buildings. There will be a number of potential bump-outs or expansions of existing cottages as well as construction of the new community center and resident building. In order for the architects and the structural engineers to understand what to design, they need to evaluate the soil conditions. There are a number of ledge out-croppings which can become challenging in terms of digging foundations and running utilities as well as the reconfiguring of the roads. In order to put together the best cost estimates going into this project, this must be done. They do not want change orders to impact the project at a later date so the application demands this be evaluated. This will happen on Wednesday. It is a little invasive and a little loud. There will be a machine that will core drill down and gather this information. Hopefully, nothing will be found that they have not anticipated. The loop road area will be done first because of the snow cover. This may need to be done in two sessions to cover the other areas. This first drilling is for Phase 1. The original agreement was \$7,500. There is an additional \$2,500 fee now because we had to hire a company, like a Call-Before-You-Dig company. Since this is private property there needs to be a specialist that comes in and looks for the utilities. Storm water management is part of the overall plan but there is no water running through the project area. This was diverted when it was originally built.

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Motion was made by Mrs. Kopchik to approve the additional cost of \$2,500 for Phase I of the subsurface testing at Stern Village. Seconded by Mrs. Fatse and approved unanimously.

Discussion was held regarding the layout of the project. The new resident building and community center was reviewed by the design team and to save some funds, the two buildings were combined. This saves an existing building rather than replacing it with new construction. Layout remains the same. This decision was made through feedback through the funding sources looking at practicality and functionality of the space. A one-for-one replacement was recommended. Assigned parking will be discussed but it is a managerial decision and not part of the project.

Motion was made by Mrs. Kopchik to approve Scheme G as a plan for the rehabilitation and renovation of Stern Village for the April 20, 2015 funding round, subject to changes that may be required by funding sources. Seconded by Mrs. Donofrio and approved unanimously.

Adjournment

Motion was made by Mrs. Kopchik, seconded by Mrs. Fatse, to adjourn the meeting at 4:40 pm. Approved unanimously.

Respectfully submitted,

Barbara Crandall
Clerk

These minutes are considered a draft until approved at the next meeting of the Trumbull Housing Authority.