

Draft

11-9-10

Town of Fairfield Housing Authority

The Housing Authority of Fairfield held a meeting on November 9, 2010 at 6:00 p.m. in the Community Room at 15 Pine Tree Lane.

PRESENT: Carol Landsman, Chair
Rita Waterman, Vice-chair
Dorothy Anderson, Treasurer
Norine Zalenski, Resident Commissioner

ALSO PRESENT: Elizabeth Gutierrez, Executive Director
Michael Gurge, HCV Administrator
Carolyn Durgy, Resident Services Coordinator

DISTRIBUTIONS: Draft minutes of October 12, 2010; Management Report, 11/10; HCV Report, 11/10; Treasurer's Summary Report, 11/02/10; Finaancials, 10/10 for Pine Tree and Trefoil Court; Remittance Reports for Pine Tree and Trefoil Court Laundries; Certificate of appreciation to Michael Gurge from the town of Fairfield; acknowledgement letter from First Selectman, Ken Flatto re: Michael Gurge; bid for snow removal, JDC Landscaping

CALL TO ORDER: Ms. Landsman called the meeting to order at 6:00 p.m.

MINUTES: The minutes of October 12, 2010 were approved as amended.

REPORT OF THE CHAIR

Ms. Landsman said she would address the issues in her report in executive session.

TREASURER'S REPORT

Ms. Anderson referenced the Summary Report as of November 2, 2010, and the profit and loss statements for Pine Tree and Trefoil Court included in the distributed packages.

REPORT OF THE EXECUTIVE DIRECTOR

The highlights of Ms. Gutierrez report included the announcement that the FHA accounts would be moved to TD Bank effective December 1, 2010.

Staples will not extended the FHA's credit limit beyond \$500 for another six months. Ms. Gutierrez has opened an account with WB Mason for office supplies. She is in the process of opening an account with Lowe's in the expectation of using it for kitchen cabinets and other major supplies.

With regard to vacancies, Ms. Gutierrez said she is still waiting for grab bars for several units and that one unit still needs appliances, cabinets and a floor. Three units have been rented and one (17 Trefoil) is ready. There are two anticipated vacancies: one in Trefoil Court and one in Pine Tree.

Ms. Gutierrez has received a bid for snow removal from JDC Landscaping, the company that performed the service in the past. She said the residents were very unhappy with their services. She will get two more bids. Ms. Landsman asked if there was an alternative to accepting low bids, citing the difficulties with the recent renovation work. Ms. Anderson asked if the town would do the work under the "in lieu of taxes" arrangement. Ms. Gutierrez did not think they would. She did say all the FHA's snow removal equipment had been serviced and that adequate salt was on hand.

Ms. Gutierrez said she has one bid for garbage can containers that have been promised for Trefoil Court, and she will seek more or will negotiate on the presented price of \$4874.25. The funds for these will come from capital improvement funds.

M. Gutierrez said a boiler replacement is needed at Pine Tree. The cost will be between \$55,000 and \$65,000. She is hopeful that the EDC will be able to use CDBG funds for a large portion of this expense. She will be getting specifications ready so the job can go to bid. Ms. Gutierrez mentioned how helpful Mark Barnhart and Joyce Barnes of the EDC have been since she has been on site.

Mr. Williams of Money Concepts met with Ms. Gutierrez and Mr. Gurge and is putting together an affordable package of benefits to be available to FHA employees. This will be presented to the board for review.

Ms. Gutierrez has prepared a preliminary budget for 2011 that will include some changes to reflect the real cost of doing business. Among these will be moving payroll to ADP and away from the town and establishing a resident activity budget for the year.

Ms. Gutierrez said that 31 residents of Trefoil Court had collaborated to nominate Michael Gurge as Fairfield employee of the year. Unfortunately, since he is not a town employee, this is not possible. Mr. Flatto did issue a Certificate of Appreciation to Mr. Gurge and included a letter acknowledging his hard work and dedication to the residents.

Ms. Gutierrez asked if it was helpful to board members to have pertinent information forwarded to them ahead of time and all agreed it was.

Ms. Gutierrez said that November 16, 2010 was the return date for a lawsuit involving the FHA, several other housing authorities and Leo Construction. Leo has not paid subcontractors. An attempt will be made to settle before the matter goes to court. Ms. Gutierrez said the FHA is holding \$27,000 in a contingency fund with which to complete work. Ms. Zalenski said of the 7 windows in her unit, 6 are broken or inoperable. She said other tenants are waiting for fixtures and have doors not working properly. Ms. Landsman said all of this information should be compiled in a punch list. Ms. Gutierrez said that the FHA could go to bid on the remaining work after the return date. Ms. Gutierrez said she met recently with the architect regarding the remaining work and did

not find him helpful. Ms. Landsman suggested going directly to the sub-contractors. Ms. Waterman thanked Ms. Gutierrez for her work on this matter.

REPORT OF THE RESIDENT SERVICES COMMISSIONER

Ms. Durgy said she made three homebound visits in the last month and worked with residents on energy assistance applications. She said ABCD says it is short-handed and that is why they did not have a representative at the original meeting scheduled to give residents energy assistance information. They did speak with 25 residents the other day and made five home visits. On October 27, Ms. Durgy attended a housing workshop in Hartford and on October 29 she went to a Choices class on Medicare. Three candidates for local office, Brenda Kupchik, John McKinney and Daniel Caruso, spoke with residents before the election. In November, Paul Miller, town Animal Control officer, will speak to interested residents.

Ms. Durgy said the Halloween party was very successful. On Tuesday, November 16, 18 residents will go to Red Lobster for dinner. She has two turkeys promised for Thanksgiving. The dinner will be held at Trefoil Court and residents will pay \$3.00 each to attend. A Christmas event will be held at Pine Tree.

HOUSING CHOICE VOUCHER/SECTION 8

Mr. Gurge said that as of 10/31/10, the Net Restricted Assets were about \$25,000. Unrestricted Net Assets were at \$3800. Fraud recovery for October was \$94 with a balance still owed to FHA of \$4843.80.

He has registered with Toys for Tots this year so that participants in the HCV program can participate in receiving toys for the holidays. The deadline for submitting forms is 11/30/10.

Mr. Gurge negotiated a reduced retainer with Mr. Pekar, the accountant for the HCV program. He has agreed to lower the quarterly fee to \$1250. He made the change effective for the 2nd quarter of 2010. Savings are expected to be \$3400 per year.

Mr. Gurge said that an informal hearing was held November 4 for a participant in the HCV program. The case involves fraud and debt owed to the FHA and possibly to another Housing Authority. He is waiting a final decision from the informal hearing officer. The case is being forwarded to HUD-OIG.

Two families currently on the waiting list are being re-screened so they can receive vouchers. The waiting list renewal process will begin within the next 30 days. During this time the briefing packets and presentation will be updated.

UNFINISHED BUSINESS

Due to illness, Ms. Perham was unable to leave engineers' drawings for a revised parking plan with the board.

Ms. Anderson asked if there had been any progress on widening sidewalks. There has been none. Ms. Gutierrez said she would call the EDC and see if they have any resources to do this.

Ms. Anderson asked if the gate has been left open and if so, if there have been problems. It has been open and Ms. Zalenski remarked that the residents are pleased with the access and that any young people using it have been very respectful.

Ms. Zalenski asked that a sign be posted asking residents to keep the doors to the community rooms closed as a way of conserving heat and air conditioning.

NEW BUSINESS

None was reported.

The regular meeting adjourned at 7:00 p.m. The commissioners adjourned to Executive Session.

Respectfully submitted,

Gretchen Goethner