

Trumbull Housing Authority – Special Virtual Meeting – 3/24/2020 at 4:30 pm

Commissioners Present: Chairman Paul Niebuhr, Maureen Bova, Suzanne Donofrio, and Laurel Anderson

Also Present: Executive Director Harriet Polansky and Chief Administrative Officer Kathleen McGannon

The meeting was called to order at 4:31 pm by Mr. Niebuhr followed by the Pledge of Allegiance and Roll Call.

Unfinished Business **None.**

New Business

Chairman Niebuhr explained that a stomach bug or norovirus has been going around the congregate building and we should consider doing a thorough cleaning. Harriet and Daisy have contacted and met with several cleaning companies.

Chairman Niebuhr entertained the motion to select a cleaning company based on the quotes they have received.

Motion made by Commissioner Donofrio. Seconded by Commissioner Bova

ED Polansky provided the following: The norovirus started approximately a month ago. We have put in all precautionary measures as per the CDC, our Director of Public Health and the Department of Housing to keep our residents safe. ED Polansky stated the outside cleaning people from the Kennedy Center are responsible for sanitizing all the public areas including chairs, tables, door knobs, grab bars and they also provide light housekeeping to the residents who are not ill.

Precautionary measures include the following: Residents are not allowed to congregate in communal areas; they can certainly go outside now that the weather is getting warmer. They are practicing social distancing and we are limiting visitors to only those essential for the care of the residents, such as aides and nurses. Meals are in containers and delivered to each room. We are asking that everyone wash their hands.

Due to the norovirus, several residents were hospitalized for dehydration and sent home. No one had been quarantined.

ED Polansky stated that all the companies are reputable and it's important to find a company to meet the residents' needs. We met with several cleaning companies, except ServPro, and walked them around the building explaining our needs.

1. Pinnacle – quote is extremely high
2. JC – expensive
3. Sunset – based on their estimate, they did not fully understand our needs

Trumbull Housing Authority – Special Virtual Meeting – 3/24/2020 at 4:30 pm

- Uncertain if products are on EPA list
- Least expensive.
- 4. Servpro – a restoration company that can handle extreme cleaning situations
 - There is an expectation of their costs being higher; they did not see the building
- 5. EP Maintenance-estimate was lower than Servpro
 - Does the cleaning for the Town
- 6. Paul Davis – their quote appears the most reasonable
 - Competitor of Servpro
 - Disinfecting solution will be a combination of fogging and spraying all the areas

ED Polansky mentioned whoever is hired residents will need to leave their apartments for a short period of time. The plan would be to start with the 2nd floor where most residents are getting ill and move those residents to the dining room on the 1st floor or Paulette's office on the 2nd floor or outside weather permitting.

Commissioner Anderson looked at the companies and stated that several that do not list the cleaning materials they use. If we are going to try to get money back from FEMA, that needs to be a factor in determining which quote was accepted. Servpro and EP Maintenance are probably the best; Paul Davis uses a natural product that is not listed on the EPA list at all.

Servpro was quoting for 42 units which included the 36 units plus the stairwell, two laundry rooms, two public bathrooms and two corridors. The price was \$175 per unit which equaled to \$7,350.00, this price being without the tax.

EP Maintenance was quoting for 36 units at \$200 per unit which equaled to \$7,200. They are quoted as using four disinfectants of which all are on the EPA list. The state recommends using a bleach product as this seems to be the only thing that kills the virus.

The Congregate has enough money at present to pay for this bill from whichever company is chosen.

EP Maintenance was suggested by Kevin Bova, the Town of Trumbull, because they are a certified vendor of the Town, and they are right down the street from Stern Village.

Commissioner Anderson stated we need to look at it "apples to apples". She like that EP Maintenance is a certified Town vendor, and she felt maybe there was room for price negotiation if we were to tell them of the price difference between them and Servpro, being that they are competitors.

Commissioner Anderson stated that EP Maintenance did the walk through of the Congregate building whereas Servpro did not and only looked at square footage.

Commissioner Bova asked if the quote included Daisy's office and lobby, and basically the whole building. Commissioner Anderson stated if we do it "apples to apples", we did not ask EP Maintenance to do the office. Commissioner Bova stated if you are going to spend the money to clean, no matter who does it, you have to clean it all.

Commissioner Niebuhr asked about the ill residents. ED Polansky said there were presently three. He asked if we sanitized the entire building, how do we know that these three residents are not going to re-

Trumbull Housing Authority – Special Virtual Meeting – 3/24/2020 at 4:30 pm

infect everything. Are we restricting them to their rooms until they are fine, and then re-sanitizing their rooms?

Commissioner Bova said once they come back from the hospital and they are over the virus, they are fine. They get hydrated. Commissioner Anderson asked how many were sick and did not go to the hospital? ED Polansky said 7. Commissioner Bova asked how long did it take for them to get better. ED Polansky stated about two weeks. She said right now there was no one in the hospital.

Commissioner Niebuhr suggested that whomever we chose will do this in a couple of ways, like come back and do the rooms of the people that were infected after they are well. ED Polansky and ED Bova will ask.

Commissioner Niebuhr asked if we could get something back from FEMA. Commissioner Anderson stated there was a possibility of getting some state money she did not know it as fact, but felt it was worth looking into. She said it has to happen quite frequently in other facilities.

Commissioner Anderson asked if ED Polansky had heard back from the State health department. She had not, but DOH asked that she keep track of any additional expenses.

Commissioner Anderson stated that she contacted the State Epidemiologist and while they do not recommend one method over another they seem to like the scrub down method. She also feels that if we are going to try to get money back from FEMA, we should use a company who has products on the EPA list. Servpro is quoting based on the best determined course of action for this norovirus and it appeared that scrubbing with a disinfectant (i.e. bleach) may be a better method. Commissioner Anderson also researched the list of EPA products used for this virus and wants to make sure whomever we use is compliant with the list. She also received a revised quote from Servpro that included a product that is on the list.

Daisy Torres, Congregate Manager and ED Polansky met with several cleaning companies, except Servpro, and Daisy walked the cleaning companies around the building explaining our needs.

ED Polansky proceeded to discuss the quotes:

Pinnacle - \$13,480 extremely high

JC Cleaning - \$8,200; incomplete quote

Sunset - \$2,880; doesn't think they will meet our needs

Servpro - \$7,816.73; they have EPA approved products and are proficient in this type of cleaning

EP Maintenance - \$7,200 for cleaning 36 apartments, only. The Town of Trumbull uses this company for cleaning, the products are EPA approved and the owner lives in town

Paul Davis - \$4,500; will fog and spray.

The commissioners narrowed the list to three potential cleaning companies: Servpro, EP Maintenance and Paul Davis. Commissioner Anderson felt that Servpro will cost approximately \$8,400. Paul Davis' product to clean the norovirus is not on the EPA list and she would rather not fog. Since EP Maintenance is used by the Town, the commissioners felt this would be the best choice.

Trumbull Housing Authority – Special Virtual Meeting – 3/24/2020 at 4:30 pm

ED Polansky was asked to find out what the additional costs are from EP Maintenance and report to the Board and if EP Maintenance can come back to clean an apartment when the resident is not sick. A unanimous motion was made to use EP Maintenance to clean the congregate.

Chairperson Niebuhr explained the 2nd new business item is to determine the best course of action to keep our THA employees safe from the Coronavirus and provide them with the ability to work.

-The Town is currently having Public works and Park employees are working in teams. One team will work this week, a second team next week, and a third team the following week. This help to keep workers away from each other and gives each team at least 9 days away in case one of them was to become ill.

-Chairperson Niebuhr entertained the motion that THA employees should work in shifts to the extent possible. Motion made by Commissioner Donofrio and seconded by Commissioner Bova.

-Kathy McGannon indicated that the Town is now having employees work in teams of 2 and off for one week, this included a weekend, 5 days during the week and another weekend, making it 9 days. Kathy also mentioned that Town employees are receiving 3 weeks' pay, for the time being.

Chairperson Niebuhr liked the idea of one week on and one week off. He asked if there were any other discussion or comments.

Commissioner Anderson asked if we are intending to lay them off and make them go on unemployment. She felt that that would be a challenge.

Kathy McGannon stated that the Town has an agreement with its employees to pay them for three weeks regardless of the amount of work they are capable of doing from home.

Upon further discussion it was determined that our Administrative Assistant can work from home and she will be furnished with a laptop that we had in the community room.

Commissioner Bova liked the idea of one week on and one week off. Commissioner Anderson asked of it was nine days or a week?

Kathy said it would be Saturday, Sunday, then five days, then Saturday and Sunday, which gives a nine day period. If someone became asymptomatic they would not be exposing someone else. Parks and Rec is still on call and expected to be available.

Chairperson Niebuhr stated that for Maintenance it would be one week on and one week off. For the week home, they can either apply for unemployment or use their accrued time.

Kathy stated that would be up to the Board and suggested that we give our employees a grace period of a few weeks which would allow for a better understanding of where this is going.

Trumbull Housing Authority – Special Virtual Meeting – 3/24/2020 at 4:30 pm

Chairperson Niebuhr said he would like to entertain the Town's model of three weeks paid.

Commissioner Anderson was concerned about the maintenance crews' interaction with the residents and wondered if the Union would have any issues with our plan. ED Polansky checked with the THA Labor Attorney; they have a choice: they could go on furlough or use their accrued time. The maintenance men are mostly working outside. They all have masks, gloves and hazmat suits.

Chairperson Niebuhr approved the Town model for three weeks paid time. After that they either apply for unemployment or use accrued time.

Commissioner Bova agreed they can use accrued time after three weeks or apply for unemployment.

Chairperson Niebuhr stated the motion: For the next three weeks our office staff and our maintenance crew will divide up and work one week on, one week off and for the next three weeks we will pay them whether they are on or off. Prior to the end of the three weeks, we will convene another meeting to decide what to do with the weeks beyond that.

This will begin on March 30, 2020

Next virtual meeting will be held on April 7, 2020.

No further discussion. The motion was unanimously approved.

Commissioner Anderson requested that ED Polansky keep them regularly informed of any congregants who are ill.

Adjournment

There being no further business, motion was made by Chairman Niebuhr to adjourn the meeting at 5:20 pm. Seconded by Mrs. Donofrio and approved unanimously.

Respectfully submitted,

Heather LeMoult