

REGULAR MEETING – December 2, 2021

Chairperson Karen Roy-Guglielmi called the October Regular Meeting of the Housing Authority to order at 1:15pm. Attendance upon roll call:

PRESENT: Chairperson Karen Roy-Guglielmi, Commissioners Carl Shaffer, Kathleen McCarthy, Sean Haden, Executive Director, Betsy R. Soto, Finance Manager, Wendy Ng, and VHA Attorney, Michael Wrona

ABSENT: Commissioners Susan Bannon

Public Comment: None

MINUTES: A motion was made by Kathleen McCarthy, to adopt the minutes of October 2021 Regular Meeting as offered. Commissioner Carl Shaffer seconded. All present voted for the approval of the motion. Motion carried.

MINUTES: A motion was made by Kathleen McCarthy, to adopt the minutes of October 14, 2021 Special Meeting as offered. Commissioner Carl Shaffer seconded. All present voted for the approval of the motion. Motion carried.

MINUTES: A motion was made by Kathleen McCarthy, to adopt the minutes of November 4, 2021 Special Meeting as offered. Commissioner Sean Haden seconded. All present voted for the approval of the motion. Motion carried.

BILLS: After review and discussion of the invoices paid, Commissioner Kathleen McCarthy made a motion to approve the payments. Commissioner Carl Shaffer seconded the motion. All present voted for the approval of the motion. Motion carried. The checks approved were: Revolving #67880-67925; Federal #25126-25146; Franklin Park East #1661-1666; Windermere Court #1823-1831; State #15234-15240; Congregate #12872-12891; HCV# none; and Local #3383-3387. The Housing Authority's credit card invoice was reviewed and approved along with the bills.

Cash Report: The Cash Balances were reviewed with the Board of Commissioners.

Occupancy Report: The occupancy report was reviewed with the Board of Commissioners by Executive Director, Betsy R. Soto.

Executive Director's Report: Grove Court VMS (Camera) Project - Bid opening for the Grove Court VMS (Camera) Project was held at 21 Court Street, Vernon, CT on October 29, 2021, at 2:00 pm. Two bid proposals were received. Present were Cory Hartline, Mod-Coordinator and Michael Patrick, Facility Manager. Bids received from ComNet Communications \$231,444.18 and Mammoth Security, Inc. \$140,095.18. Project award to the lower bidder, Mammoth Security, Inc. Broad Approved 11/4/2021.

Grove Court Project Major Renovations - ALTA Survey- Proposals for professional services received from Design Professionals, Inc. \$41,490; Harry E. Cole & Son \$22,000; Gardener & Peterson Associates, LLC \$20,000. Awarded to the lower bidder, Gardener & Peterson Associates, LLC. Board approved on 11/4/2021.

Grove Court Project Major Renovations - Environmental Survey-Proposals received from Eagle Environmental, Inc. \$13,806, Atlas \$16,575, and Fuss & O'Neil \$15,033. Awarded to the lower bidder, Eagle Environmental, Inc. Board Approved on 11/4/2021.

Congregate-Replacement of Gazebo – Bid opening was held on November 18, 2021 at 2:00 pm. Present were Cory Hartline, Mod-Coordinator and Wendy Ng, Finance Manager. Bids received from Link General Contracting, Inc. \$40,000, and Witham Construction \$33,793. Board Approved 12/2/2021

199 Thanksgiving Dinners were provided to residents at no cost to the tenant. An increase of 29 dinners from last year. On Thursday, November 18<sup>th</sup>, the VHA provided all the residents with a grab and go turkey dinner and dessert to celebrate the Thanksgiving holiday. The pick-up location was in the front of the Congregate building where the staff greeted the driver, asked for their name and address, and gave them the bagged dinner(s). If a resident did not have transportation, staff delivered the meals. The last two years have been the well-attended due to both the Grab and Go and or delivery options. Before 2018, the Grab and Go and or delivery options were not made available. Tenant participation was under 80. We have now doubled the numbers, thanks to the VHA staff who volunteer their time to make themselves available to make this happen. Without them, these options would not be available.

Becker Place – Construction has begun on 11/8/2021. Currently working on abatement of hazardous materials at standalone garage, demolition and removal of masonry garage structure, abatement of hazardous materials at roof of main house and interior flooring and roof installation.

Windermere Exterior Site Improvement Project - Project 100% Finalized.

Local Section 8 - The department ended November with a count of 316 HCV, seven less from the previous month. The Section 8 program is working diligently towards the continuance of increasing the program to maximize the number of participants on the program.

State of Connecticut DOH-Housing Choice Voucher and Rental Assistance Programs: The Department ended November with a count of 1,133 vouchers and RAP state certificates, nine less than previous month. The program is working towards accuracy in both programs and getting full participation from clients.

Recommendation for Purchase of Maintenance Vehicle-The Maintenance Department needs new vehicles due to age, rust, over all body condition, high mileage, and maintenance expenses. Using the State of Connecticut Department of Administrative Services and their Cooperative Purchase Plan to ensure and secure the State contract price and the same State contracts the agency has used numerous times in the past have found the pricing to be excellent. Also, by using the State of Connecticut Department of Administrative Services, Cooperative Purchase Plan, it ensures that all state and federal purchasing guidelines are followed in the process. New vehicle presented was a 2021 Ford F-350 DRW Regular CC 4x4. After some discussion and dealership State of Connecticut sales representative's explanation to commissioners, Board Approved on 11/4/2021. New vehicle delivered on 11/23/2021.

Francis Pitkat Congregate Living Center - The Vernon Housing Authority continues to follow all CDC rules and Governor's Executive Orders by providing quality and safe services to all residents. Residents and their visitors are required to wear masks and remain at least 6 ft. apart. All common areas in the building continues to be sanitized on a regular basis and before and after scheduled activities. On November 10<sup>th</sup>, a representative from the Hockanum Valley Community Council, Inc. (HVCC), met with the residents in the parlor to discuss the services available to residents through this organization. Some of the services provided are a food pantry, mental health and substance abuse treatment and transportation. Some of the activities that the residents enjoyed before Covid 19 have been reinstated on Tuesdays and Thursdays. The residents were entertained by Duncan, Sandy Robinson, Alex Lentini and Red & Yellow Acoustic, Debra and Dan. As of September 2021, the entertainers are required to provide us with their Covid vaccination information. Pet Therapy continues to be well received by the residents. In November, two Irish Wolfhounds, a father and daughter, came to meet and greet our residents. The Nintendo Wii Bowling is always available for the residents to enjoy. An afternoon movie, "Where the Heart Is", in November was well attended. Residents enjoy BINGO and we try to incorporate this activity about three times per month.

On Thursday, November 18<sup>th</sup>, the VHA provided the residents of the Congregate were served a beautiful turkey dinner in the dining room prepared by Glendale Senior Dining. It was well received with 29 residents attending and the remainder chose to have their meal delivered.

OLD BUSINESS: None

NEW BUSINESS:

2022 Federal Budget: Ms. Ng gave presented and gave an overview of the 2022 Federal Budget. After some discussion, Commissioner Carl Shaffer made a motion to approve the proposed 2022 Federal Budget as resolution #412. Commissioner Kathleen McCarthy seconded. All present voted for the approval of the motion. Resolution #412 was resolved, and motion carried.

2021 Write-Off Tenant Accounts Receivable: Ms. Ng provided to the Board a detailed list of outstanding Tenant Accounts Receivables of vacated Tenants that was deemed uncollectible. Commissioner Kathleen McCarthy made a motion to write-off the TARs deemed uncollectible. Commissioner Carl Shaffer seconded. All present voted for the approval of the motion. Motion carried.

Performance Payments: This implemented in VHA for eight consecutive years, exceptional not paid in year 2020. After some discussion, Commissioner Kathleen McCarthy made a motion to approve the Performance Payment, Commissioner Carl Shaffer seconded. All present voted for the approval of the motion. Motion carried.

Congregate Gazebo: Bid opening for this project to public. Witham Construction has best proposal. After some discussion, Commissioner Kathleen McCarthy made a motion to accept Witham Construction to be contractor for this project. Commissioner Carl Shaffer seconded. All present voted for the approval of the motion. Motion carried.

INFORMATIONAL:

- Meeting Dates for 2022 & VHA Commissioner List, both submitted to the Town Clerk was distributed to the Board.
- Pilot Payment to Town of Vernon: A check was presented to the Town of Vernon Town Council in amount of \$93,158.71 for the 2020 PILOT payment.
- Thank you, letter, received from residents – Residents express their appreciation to VHA Executive Director & employees.
- PHA Annual Plan FY 2022-HUD - Approved
- 2022 Annual Operating State Budget - Approved

EXECUTIVE SESSION: Postpone for a later date

The December Regular meeting was adjourned at 3:29pm on a motion by Commissioner Sean Hadden, seconded by Commissioner Carl Shaffer. All present voted for the approval of the motion. Motion carried.

Respectfully Submitted,

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Betsy R. Soto, Executive Director

SPECIAL MEETING – November 4, 2021

Chairperson Karen Roy-Guglielmi called the October Special Meeting of the Housing Authority to order at 10:01pm. Attendance upon roll call:

PRESENT: Chairperson Karen Roy-Guglielmi, Commissioners, Susan Bannon, Kathleen McCarthy, and Sean Hadden, Executive Director, Betsy R. Soto, Finance Manager, Wendy Ng.

ABSENT: Commissioners Carl Shaffer

ALTA Survey Proposals – Major Renovations Grove Court - After some discussion, Commissioner Susan Bannon made a motion to approve contractor Gardener & Peterson Associates, LLC and Commissioner Kathleen McCarthy seconded with all presents voting as follow: Chairperson Karen Roy-Guglielmi, Commissioners; Susan Bannon and Kathleen McCarthy voted in the affirmative. Commissioner Sean Hadden abstained. Motion carried.

Environmental Survey, Major Renovations Grove Court Project - After some discussion, Commissioner Susan Bannon made a motion to approve contractor Eagle Environmental, Inc. and Commissioner Kathleen McCarthy seconded with all presents voting as follow: Chairperson Karen Roy-Guglielmi, Commissioners; Susan Bannon and Kathleen McCarthy voted in the affirmative. Commissioner Sean Hadden abstained. Motion carried.

Grove Court VMS (Camera) Project - After some discussion, Commissioner Kathleen McCarthy made a motion to approve contractor Mammoth Security, Inc. and Commissioner Susan Bannon seconded with all presents voting as follow: Chairperson Karen Roy-Guglielmi, Commissioners; Susan Bannon and Kathleen McCarthy voted in the affirmative. Commissioner Sean Hadden abstained. Motion carried.

Recommendation for Purchase of Maintenance Vehicle - After some discussion, Commissioner Kathleen McCarthy made a motion to approve as read and Commissioner Susan Bannon seconded with all presents voting as follow: Chairperson Karen Roy-Guglielmi, Commissioners; Susan Bannon and Kathleen McCarthy voted in the affirmative. Commissioner Sean Hadden abstained. Motion carried.

Respectfully Submitted,

Betsy R. Soto  
Executive Director, PHM, VEM