

REGULAR MEETING – April 8, 2021

Chairperson Karen Roy-Guglielmi called the March Regular Meeting of the Housing Authority to order at 1:01pm. Attendance upon roll call:

PRESENT: Chairperson Karen Roy-Guglielmi, Commissioners Susan Bannon, Ellen Eybel, Carl Shaffer, Kathleen McCarthy. Executive Director, Betsy R. Soto, Finance Manager, Wendy Ng, Facility Manager, Michael Patrick, Housing Program Supervisor, Debra Hedger and Maintenance Manager, Rocky Shemanskis and VHA Attorney, Michael Wrona

ABSENT: None

MINUTES: A motion was made by Commissioner, Susan Bannon to adopt the minutes of March 2021 Regular Meeting as offered. Commissioner, Ellen Eybel seconded. All present voted for the approval of the motion. Motion carried.

BILLS: After review and discussion of the invoices paid, Commissioner, Ellen Eybel made a motion to approve the payments. Commissioner, Kathleen McCarthy seconded the motion. All present voted for the approval of the motion. Motion carried. The checks approved were: Revolving #67611- 67645; Federal #24969-24984; Franklin Park East #1631-1631; Windermere Court #1769-1773; State #15189-15193; Congregate #12750-12761; HCV#53440-53441; and Local #3347-3349. 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: CoVID-19 Vaccines continue to be administered throughout our properties. Residents have been extremely appreciative and grateful the vaccines are being offered on site for their convenience.

*53 vaccines were administered on Friday, January 29, 2021.*

*49 Vaccines were administered on Friday, February 26, 2021.*

*61 Vaccines were administered on Tuesday, March 2, 2021.*

*92 Vaccines were administered on Tuesday, March 30, 2021.*

*Total Vaccines administered 256*

*61% percent of our residents have been vaccinated to date. CoVID-19 Vaccination clinic are being held for the convenience of our elderly and disabled residents for several reasons including; lack of transportation, inability to leave their homes, inability to input information and navigate the VAMS system, no long lines, automatic scheduling for the 2<sup>nd</sup> vaccine.*

Local Section 8: The department ended the month with a count of 323 this is two less than the previous month. The section 8 program is working towards 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 finished with 1,149 vouchers and RAP state certificates, 7 down from the previous month. CoVID-19 Pandemic and the loss of 2 team members has impacted the program. The program will continue to work towards accuracy and getting full participation from clients.

Windermere Camera Project: A camera design professional has been hired to work on this project. Drawings were finalized and bid opening was conducted on 11/6/19. Due to only receiving one bid, the bid was rejected. New Bid re-advertising and re-opening dates were selected. Second bid opening was held on January 31, 2020 and the low bidder Intellibeam was awarded the contract. Contracts signed on April 10, 2020. Project commenced January 2021. All cameras have been installed. Internet to be installed. Nearly 96% complete.

Windermere Exterior Site Improvement Project: Construction began 8/17/2020. New concrete sidewalks, lighting, siding, Breezeway soffits, building unit numbers are 100% complete. Landscaping, pavement sealing, fencing, and Breezeway sidewalk work to commence April 2021. Per Contractor, due to COVID-19 pandemic construction material have been delayed.

Grove Court Camera Project-VMS (Cameras) Design Pre-Proposal Conference was re-scheduled to 2/25/2021 & Design Proposals were due 3/19/2021. New Item: Received proposals from D'Agostino & Associates \$27,500.00, Salamone & Associates \$11,730.00, and Reed Hill \$9,391.00. Awarded to the lower bidder-Reed Hill.

Becker Place: Architectural and Engineering walk through pre-proposal accepted on 4/12/2019. Walk through and scope review completed on 5/29/2019. Meeting with SHPO was held onsite on 1/6/2020 to discuss designs. SHPO approved the scope of work 1/30/2020. VHA-request to HUD to rescind the request to demo-dispo in 2015 was approved on 1/16/2020.

Becker Place will no longer be demolished and its now in the process of rehabilitation. Environmental Review and plans are complete, construction drawings and specs are approximately 90% complete.

Francis Pitkat Congregate Living Center-February 2021: By Betsy R. Soto; to ensure the adherence of social distancing and maintaining a safe environment for our residents all regularly scheduled activities and entertainment continue to be on hold. Visitors are limited to medical, personal aids, Nurses, caretakers, and close relatives due to the COVID-19 Pandemic. The Vernon Housing Authority continues to follow all CDC guidelines and Governor's Executive Orders while providing quality and safe services to all residents. A plan is in process to begin the reopening of the dining room in stages and limited activities. No date has been set.

Submitted by RSC: Residents received a gift from VHA on St. Patrick's. They were extremely happy and appreciative. Our Bulletin Board area is the "Communication Gateway" to the Pitkat Residents to keep them informed regarding pertinent information, Pitkat & community activities. Our Bulletin Board consists of the following: Monthly menu provide by Glendale Senior Dining, New TV showing weekly menus. Weekly Bus Schedules, Monthly Vernon Senior Center Newsletter, our Pitkat Congregate Newsletter with interesting articles, games and puzzles, the weekly lunch menu and activity calendars. Other postings are frequently added to the bulletin board. Bread/Pastry – Every Tuesday of every week community volunteer's deliver bread & pastry from Stop & Shop. This is a service that the Residents look forward to receiving on a weekly basis. HVCC "Dial a Ride" provides transportation to the Residents such as grocery shopping and doctor's visits. HVCC Food Pantry provides weekly deliveries to Residents. Vernon Senior Center provides weekly transportation for grocery shopping. Homebound Reading Program with the Rockville Public Library continues to be a successful and rewarding program for the Residents. We also have a Pitkat Book Club that our Residents enjoy participating.

OLD BUSINESS: NONE

NEW BUSINESS: Revisions to Procurement Policy -updated by adding "Contractors shall have coverage in Worker's Compensation insurance for its employees." Commissioner Carl Shaffer made motion to approve changes, Commissioner Susan Bannon second. All present voted for the approval of the motion. Motion carried.

INFORMATIONAL: Basic Needs Pantry-VHA presented Grove Court and Congregate Facility Tenants with a \$30 Stop & Shop gift card. Considering the CoVID19 Pandemic, it is VHA's goal to assist as much as possible and provide some relief to those residents facing hardship due to the current pandemic. Thanks to our partner CHFA who made the program available to the state properties.

EXECUTIVE SESSION: At 1:43 pm, Susan Bannon made a motion to go into Executive Session second by Ellen Eybel to discuss letter sent by a resident. All present voted for the approval of the motion. Motion carried. Executive Director Betsy Soto and Attorney Michael Wrona invited to stay. Wendy Ng left the meeting.

At 2:06 pm, return to regular session Ms. Ng returned to meeting.

The next meeting will be the May 2021 Annual & Regular Meeting which will be held on May 13, 2021 at 21 Court St., at 1:00 pm.

The April Regular meeting was adjourned at 2:07 pm on a motion by Commissioner Susan Bannon, seconded by Commissioner Kathleen McCarthy. All present voted for the approval of the motion. Motion carried.

Respectfully Submitted,

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Betsy R. Soto, Executive Director