

REGULAR MEETING – February 9, 2023

Chairperson Susan Bannon called the January Regular Meeting of the Housing Authority to order at 1:00 pm. Attendance upon roll call:

PRESENT: Chairperson Susan Bannon, Sean Hadden, Steve Wakefield, Executive Director Betsy R. Soto, Finance Manager Wendy Ng, Facility Manager Michael Patrick. Commissioners Carl Shaffer came in at 1:02pm.

ABSENT: Commissioner Kathleen McCarthy

Public Comment: None

MINUTES: A motion was made by Commissioner Sean Hadden to adopt the January 2023 Regular Meeting minutes as offered. Commissioner Steve Wakefield seconded. All present voted for the approval of the motion. Motion carried.

BILLS: After review and discussion of the invoices paid, Commissioner Sean Hadden made a motion to approve the payments with a request for a copy of the legal bill explanation. Commissioner Carl Shaffer second the motion. All present voted for the approval of the motion. Motion carried. The checks approved were: Revolving #68567-68600; Federal #25467-25481; Franklin Park East #1721-1723; Windermere #1943-1947; State #15370-15374; Congregate #13242-13260; HCV# none and Local #3448-3452. The Housing Authority's credit card invoice was reviewed and approved along with the bills. All questions answered and no follow-up required. Commissioners Carl Shaffer questioned check numbers 3448. Facility Manager Michael Patrick explained, and commissioner accepted. Commissioners Sean Hadden questioned check number 25474. Finance Manager Wendy Ng explained, and commissioner accepted. Commissioners Sean Hadden also requested bill details for check number 1722 and all legal bills. Finance Manager, Wendy Ng, emailed check details on February 14, 2023. No further follow-up required. All questions answered and no follow-up required.

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

Executive Director Report: Grove Court Major Renovation – 4 bids received. Secondino is the apparent low at \$6,149,500. Low bid is approximately \$800K over budget. Executive Director, Betsy R. Soto and JDA working to close the gap.

Grove Court VMS (Camera) Project – Final training has been conducted. Final Payment has been processed to VHA.

Congregate-The Vernon Housing Authority is in the process of acquiring the Chamberlin Street parcel between the VHA Congregate Facility and Maple Grove. VHA will undertake road maintenance after the parcel has been formally deeded to the Vernon Housing Authority.

Congregate-Upholstery of damaged furniture inspection took place 12/14/2022. Received a quote for \$17,588.35. Requested breakdown of each piece of furniture and other options less cost.

Franklin Park East, West, and Windermere- Signage and Sign Lighting-Project in the design phase. Construction to commence 2023.

Franklin Park East-Roof Replacement- 1st building under construction (weather dependent).

PHA Wide Carbon Monoxide Alarms/Detectors Assessment-Assessment complete. VHA to install new CO and smoke detectors at scattered sites. Final inspection scheduled on 2/7/2023.

Becker Place-Demolition: 100%, Concrete Piers: 100%, Roofing: 100%, Insulation 100% Interior Framing: 100%, Gypsum Board: 100%, Doors: 100%, Floor Sanding 100%, need poly coats and scuff, Plumbing: 100% Ceiling Paint: 100%, Interior Primer of walls: 100%, Exterior Primer: 100%, Exterior site survey: 100%, Heating: 100%, Electrical: 100%, Cabinets & Countertops: 100%, Windows: 90%, Exterior Stairs Framing: 100%, Toilet Accessories: 0%, Gutters: 0%, Site paving: Pending, Interior painting 60%, Exterior painting 100%, 1st and 2nd floor appliances: 0%, Exterior work 80%

Local Section 8 - The department ended January with a count of 357 HCV, 4 less than 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 January with a count of 1,155 Vouchers and RAP state certificates, 5 more from the previous month. The program is working towards accuracy in both programs and getting full participation from clients.

Francis Pitkat Congregate Living Center – Unfortunately, due to the nationwide dominant Covid 19 variant XBB.1.5, the Congregate has been on lockdown for the month of January to protect our vulnerable residents. All activities have been placed on hold. 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.

Old Business: None

New Business: None

INFORMATIONAL: A tenant survey was undertaken, and the results indicated that their living experience was scored as High 43, Good 46, Average 28, and Poor 15. VHA cares about its residents and will continue to deliver exceptional service.

Executive Session: on 1:36 pm, A motion was made by Commissioner Sean Hadden to go into Executive Session to discuss the topics (1) Discussion of Pending CHRO Matter (2) Discussion of pending eviction matter (3) Executive Director Performance Review moved from December 2022 and tabled to March 2023. Commissioner Steve Wakefield seconded. All present voted for the approval of the motion. Motion carried. Betsy Soto was invited to stay, and Wendy Ng left the meeting.

At 3:01 pm, return to Regular session and Wendy Ng returned to the meeting.

The next meeting will be held on March 9, 2023, at 21 Court Street, at 1:00 pm in the Community Room.

The February Regular Meeting was adjourned at 3:02 pm on a motion by Commissioner Sean Hadden; seconded by Commissioner Steve Wakefield all voting in favor. Motion carried.

Respectfully Submitted,

Betsy R. Soto,
Executive Director, PHM, VEM