

REGULAR MEETING – January 13, 2022

Chairperson Karen Roy-Guglielmi called the January Regular Meeting of the Housing Authority to order at 12:59pm. Attendance upon roll call:

**PRESENT:** Chairperson Karen Roy-Guglielmi, Commissioners Susan Bannon, Carl Shaffer, Kathleen McCarthy, Sean Haden, Executive Director, Betsy R. Soto, Finance Manager, Wendy Ng, and VHA Fee Accountants, Janet Wortman and Kurt J Krauland.

**ABSENT:** NONE

VHA Fee Accountant, Janet Wortman distributed 2022 Budget to commissioners. She discussed her process of preparing the budget. She also distributed numerous of non-budget related documents to the commissioners.

**Public Comment:** NONE

A motion was made by Commissioner Kathleen McCarthy to add the distributed Janet Wortman 2022 Budget to today meeting agenda. Commissioner Susan Bannon seconded it. All present voted for the approval of the motion. Motion carried.

**NEW BUSINESS:** After sometimes discussion, A motion was made by Commissioner Sean Hadden to postpone to distributed 2022 Budget by Janet Wortman to next meeting for more clarification. Commissioner Susan Bannon seconded. All present voted for the approval of the motion. Motion carried.

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

**BILLS:** After review and discussion of the invoices paid, Commissioner Susan Bannon 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 #67926-68012; Federal #25148-25200; Franklin Park East #1668-1676; Windermere Court #1833-1849; State #15241-15258; Congregate #12893-12935; HCV# none and Local #3388-3397. 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:** Presented by Ms. Betsy R. Soto

**Grove Court Major Renovation** - We have developed a preliminary scope of work to renovate this property. We are looking to do the following in order to redevelop and make the property viable for the foreseeable future; ADA Upgrades to 10% of the apartments (6 Units); complete Community Room upgrades; complete upgrades to the site including paving, sidewalks, site stairs, parking lots including additional parking, landscaping and site lighting; building exteriors including roofing, gutters, siding, windows and exterior doors; apartment interiors including; Kitchens cabinets, counters, sinks, appliances and flooring. Bathroom tub/shower surround, vanities, toilets, accessories, and flooring; electrical panels, fire alarm and CO systems, unit lighting, energy efficient heat pumps for heating and air-conditioning, plumbing, and any associated hazardous material abatement. Currently working on an RFP for a design professional and in discussions with CHFA to determine possible funding sources.

**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 CommNet 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. Project started in December. Wiring 50% complete. Project in progress.

**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. Survey 55% complete.

**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. Phase I Environmental Site Assessment complete.

**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 Approval. Project to commence in the Spring.

**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. All abatement complete, garage has been demolished and roof complete.

**Local Section 8** - The department ended December with a count of 329 HCV, 13 more 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 December with a count of 1,128 vouchers and RAP state certificates, 5 down from the previous month. The program is working towards accuracy in both programs and getting full participation from clients.

**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. 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, which they have abided by. On Saturday, December 11<sup>th</sup> from 2:00 pm to 3:00 pm, the residents were entertained by the Solid Oak Band, 18 musicians and a singer, who performed a beautiful Holiday Concert for all of us in attendance. The residents sat in the parlor and the second-floor library to enjoy the music. It was very well received and very festive. Pet Therapy continues to be well received by the residents. On Thursday, December 2<sup>nd</sup>, a huge, sweet, and gentle Leonberger came to meet and greet our residents. The Nintendo Wii Bowling is always available for the residents to enjoy. They enjoyed an afternoon movie, "Somethings Gotta Give" in December that was well attended. Our residents really enjoy BINGO and we try to incorporate this activity about three times per month. "Winner or Loser" every resident has a chance to win a gift card just for participating. On Thursday, December 9<sup>th</sup>, some of the residents along with four staff members went on an evening outing to Holiday Light Fantasia at Goodwin Park Golf Course in Hartford. All proceeds go to the Paul Newman's Hole in the Wall Gang Camp, for seriously ill children, that is sponsored by Channel 3 Kids Camp. We also had a sightseeing tour in South Windsor where many residents go over and above decorating their homes and lawns for the holiday. Glendale Senior Dining provided a nice, bagged meal and drink for the residents attending the event, the staff and bus drivers. On Thursday, December 23<sup>rd</sup>, the office staff handed out holiday cards to the residents that were handmade by students at Rockville High School's art department. 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 provided by Glendale Senior Dining, Weekly Bus Schedules, Monthly Vernon Senior Center Newsletter and interesting articles, games and puzzles, the weekly lunch menu and activity calendars. Other postings are frequently added to the bulletin board

OLD BUSINESS: NONE

INFORMATIONAL:

VHA Commissioners List – Commissioner Sean Hadden’s service term will expire on February 28, 2022. The Letter for new appointment has been given to Town of Vernon Council.

Ethics for Commissioners Training- February 6, 2022. Training information provided to Commissioners and to sign up if Commissioners want to attend.

Provided Commissioners with an Overview of the Public Housing Program and Plan-ACOP.

Judgement of Dismissal Notice. Lawsuit from one of Public Housing resident judgment came back as Court Order to dismissal.

Vaccine Booster Clinic for VHA residents. Executive Director provide vaccine Booster clinic on 1/14/2022 made available for all VHA residents, caretakers and employees.

EXECUTIVE SESSION: A motion was made by Commissioner Susan Bannon to move Executive Session to next meeting. Commissioner Sean Hadden seconded. All present voted for the approval of the motion. Motion carried.

The next meeting will be the February 2022 Regular Meeting which will be held on February 10, 2022, at 21 Court St., at 1:00 pm in the Community Room.

The January Regular meeting was adjourned at 3:05 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, PHM, VEM