

## REGULAR MEETING – January 12, 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, Commissioners Carl Shaffer, Sean Hadden, Steve Wakefield. Executive Director Betsy R. Soto, Finance Manager Wendy Ng, Facility Manager Michael Patrick.

**ABSENT:** Commissioner Kathleen McCarthy

**Public Comment:** Theresa Looke, 14 Ogden View Dr. Vernon, CT 06066, expressed concerns in regards potholes located on Chamberlin Street, Vernon, CT 06066, first entrance prior to the Vernon Housing Authority, state property, congregate facility located at 80 Franklin Street, Vernon, CT 06066.

**MINUTES:** A motion was made by Commissioner Steve Wakefield to adopt the December 2022 Regular Meeting minutes 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 Sean Hadden made a motion to approve the payments with a request for a copy of the legal bill explanation. Commissioner Steve Wakefield second the motion. All present voted for the approval of the motion. Motion carried. The checks approved were: Revolving #68502-68566; Federal #25437-25466; Franklin Park East #1715-1720; Windermere #1931-1942; State #15354-15369; Congregate #13214-13241; HCV# none and Local #3442-3447. 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 25444, 1931, 1936 and 13235. Facility Manager Michael Patrick explained, and commissioner accepted. Commissioners Steve Wakefield questioned check number 13215. Finance Manager Wendy Ng explained, and commissioner accepted. Commissioners Sean Hadden requested bill details for check number 68511. Finance Manager, Wendy Ng, provided check details on 2/9/2023. 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 – Out to Re-Bid to comply with CHFA requirements. Bids due by 1/13/2023 2pm.

**Grove Court VMS (Camera) Project –** Physical construction 100%. Closeout documents complete. Certification of Completion received and in review.

**Congregate-Chamberlin Street parcel** between the Congregate Facility and Maple Grove in process of being quitclaim deeded to the Vernon Housing Authority. Once the

legal document is presented to VHA, we commence with the temporary repair to cover us through the Spring.

Upholstery of damaged furniture inspection took place 12/14/2022. Waiting on quotes.

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

Franklin Park East-Roof Replacement-Contract awarded to Link General Contractors. Work due to commence mid-January.

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

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%, 1<sup>st</sup> and 2<sup>nd</sup> floor appliances: 0%, Exterior work 80%

Local Section 8 - The department ended December with a count of 361 HCV, 13 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 December with a count of 1,150 Vouchers and RAP state certificates, 8 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 – 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. Many of the activities that the residents enjoyed before Covid 19 have been reinstated. We have scheduled different card games, such as LCR on Sunday evenings, Pokeno on Tuesday, and Thursday evenings and BINGO on Wednesday and Saturday. They also enjoy building puzzles and playing board games in the parlor or sunroom.

Old Business: 2023 Conferences - moved from December 2022

Executive Director Betsy Soto gave a list for all Conferences and Training for this year 2023. After some discussion, A motion was made by Commissioner Sean Hadden to change to approve each conference on monthly basis, Commissioner Carl Shaffer seconded. All present voted for the approval of the motion. Motion carried.

A motion was made by Commissioner Sean Hadden to approve the Executive Director to attend the February and March 2023 Conferences. Commissioner Carl Shaffer seconded. All present voted for the approval of the motion. Motion carried.

New Business: None

INFORMATIONAL: Congregate Leasing Process – Detail procedure gave to all Commissioners.

Thank you Note -Vernon Library – VHA donated a table Christmas Tree to Vernon Library.

Executive Session: on 2:45pm, A motion was made by Commissioner Sean Hadden to go into Executive Session to discuss Executive Director Performance Review moved from December 2022. 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 3:18pm, return to Regular session and Wendy Ng returned to the meeting.

Executive Director Performance Review moved to February 2023 Regular Meeting due to not all commissioners being present and new commissioner lack of knowledge with Executive Director Performance Matrix Form. Both needed to allow a fair score.

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

The January Regular Meeting was adjourned at 3:19 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