

SPECIAL MEETING – January 23, 2024

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

PRESENT: Chairperson Susan Bannon. Commissioners Carl Schaefer, Sean Hadden & Steve Wakefield, Executive Director Betsy R. Soto, Wendy Ng, Michael Patrick.

ABSENT: None

Public Comment: David Howey, 55 Grove St. #39, Presented the board a packet. Mentioned several items, housing regulations and procedures he disagrees with.

MINUTES: On a motion made by Commissioner Sean Hadden the Regular meeting minutes of December 1, 2023, were approved as read. Commissioner Carl Schaefer seconded. All present voted for the approval of the motion. Motion carried.

MINUTES: On a motion made by Commissioner Steve Wakefield the Special meeting minutes of December 15, 2023, were approved as read. Commissioner Carl Schaefer seconded. With 3 yes and 1 abstention. Motion carried.

BILLS: After review and discussion of the invoices paid, Commissioner Carl Schaefer made a motion to approve the payments, Commissioner Sean Hadden second the motion. All present voted for the approval of the motion. Motion carried. The checks approved were: Revolving #69000-69109; Federal #25703-25780; Franklin Park East #1776-1787; Windermere #2021-2037; State #15457-15477; Congregate #13474-13543; HCV# none and Local #3504-3524. The Housing Authority's credit card invoice was reviewed and approved along with the bills. Commissioner Sean Hadden questioned check#25748 & #25763撬. Facility Manager Michael Patrick explained; Chairperson Susan Bannon questioned check#25718 & #25703. Finance Manager Wendy Ng and Facility Manager Michael Patrick explained. Facility Manager Michael Patrick will send the details for check#25748 & #25773. The commissioners accepted. No further questions.

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 Ms. Soto.

Executive Director Report: Becker Place – Work complete. Project Closed. Franklin Park West – Work complete. A few minor punch list items must still be addressed.

Grove Court Major Renovation - The current low bidder is Pioneer Builders of Newington at \$6.6 Million. VHA has obtained an additional \$1.3 million in funding. The

contract amount will be \$6,870,889. Board Approved Contract 12/15/2023. Contracts Signed.

Grove Court-Relocation Specialist-Presented to board under New Business.

Franklin Park East-Work complete. Working on minor punch list items.

Franklin Park East, West, and Windermere Signage Project-Project is currently being "value engineered." (Reflective signs in lieu of illuminated signs). This project is on hold and will likely be pushed into 2024 due to potential additional costs associated with Franklin Park Roofs. Work pending.

Local Section 8 - The department ended December with a count of 351 HCV, 1 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 1,116 Vouchers and RAP state certificates, no changes 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. Wednesday December 6th and 20th, residents enjoyed chair yoga with Jeanne. On Monday December 11th, residents enjoyed music with John in the downstairs sitting area. On Tuesday December 12th, the residents enjoyed a Christmas Party.

On Tuesday December 21st, residents enjoyed music with Alex in the downstairs sitting area. Every Tuesday the residents are able to partake in a food share distribution. At that time residents are able to obtain some needed food items. Also, every other Tuesday volunteers deliver bread & pastry from Stop & Shop or Shoprite. 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.

Our Bulletin Board area is the "Communication Gateway" for 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.

Every Friday, Cornerstone provides residents with boxes of food, sorted, and left on a table in the dining room for them to shop for what they need. 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. UCONN-SNAP-Ed Program through their Dept. of Allied Services provides Pitkat with information for nutritional wellness for our Residents. Homebound Reading Program with the Rockville Public Library continues to be a successful and rewarding program for the Residents. We also have Pitkat Book Club that our Residents enjoy participating in. We celebrated seven birthdays in December. Glendale Senior Dining made a beautiful sheet cake that was served for dessert in the dining room, and everyone sang "Happy Birthday."

Old Business: None

New Business: Grove Court Relocation Specialist-2 bids received. The apparent low bidder is Comprehensive Relocation and Housing Services. After review and discussion, Commissioner Sean Hadden made a motion to approve Comprehensive Relocation and Housing Services; seconded by Carl Scheafer. All present voted for the approval of the motion. Motion Carried.

Informational: None

Executive Session: At 1:31pm, Commissioner Sean Hadden made a motion to move into Executive Session; seconded by Commissioner Steve Wakefield. All present voted for the approval of the motion. Motion carried. Wendy Ng leaves the meeting. Invites Executive Director to stay.

At 2:54pm; Returned to regular session. Mrs. Ng returned to the meeting. Commissioner Sean Hadden made a motion to approve the proposed salary, Commissioner Carl Scheafer seconded. All present voted for the approval of the motion. Motion carried.

Housing Conferences-Commissioner Sean Hadden made a motion to table the additional housing conference information to the February regular meeting; second by Commissioner Steve Wakefield. All present voted for the approval of the motion. Motion carried.

The next meeting will be the February Regular Meeting which will be held on February 8, 2024, at 114 Franklin Park West, Vernon, CT 06066, Community Room at 1:00 pm.

The January Special Meeting was adjourned at 2:56 pm on a motion by Commissioner Sean Hadden; seconded by Commissioner Steve Wakefield. All present voted for the approval of the motion. Motion carried.

Respectfully Submitted,

Betsy R. Soto, PHM, VEM
Executive Director