

REGULAR MEETING – March 11, 2021

Chairperson Karen Roy-Guglielmi called the March Regular Meeting of the Housing Authority to order at 1:03pm.  
Attendance upon roll call:

PRESENT: Chairperson Karen Roy-Guglielmi, Vice-Chairperson Glenn Tarro, Commissioners Susan Bannon, Executive Director Betsy R. Soto, and Finance Manager Wendy Ng,

ABSENT: Commissioner, Judy Hany, Ellen Eybel,

MINUTES: A motion was made by Vice-Chairperson Glenn Tarro to adopt the minutes of February 2021 Regular Meeting as offered. Commissioner Susan Bannon seconded. All present voted for the approval of the motion. Motion carried.

BILLS: After review and discussion of the invoices paid, Vice-Chairperson commissioner Glenn Tarro made a motion to approve the payments. Commissioner Susan Bannon seconded the motion. All present voted for the approval of the motion. Motion carried. The checks approved were: Revolving #67568- 67610; Federal #24949-24968; Franklin Park East #1629-1630; Windermere Court #1765-1768; State #15183-15188; Congregate #12738-12749; HCV# none and Local #3344-3346. 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:

Francis Pitkat Congregate Living Center Renovations: Francis Pitkat Congregate Living Center Renovations: Renovations construction is 100% complete. Closed

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. I have utilized the same company conducting CoVID-19 testing at our Congregate Facility to administer the vaccines throughout VHA properties.

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.  
Next Vaccine Clinic scheduled for Tuesday, March 30, 2021.  
Total Vaccines administered 163

Vaccine Clinics are being held to make it as convenient for residents. For reasons such as homebound, transportation, not comfortable leaving their homes due to disability, unable to input information into the VAMS system due to disability, difficult navigating the system. Residents do not have to worry about putting the information into the VAMS system, scheduling is done for them and the vaccine is provided steps away from their home, no long lines. Providing this service for their convenience allows them the opportunity to get vaccinated and follow through with the 2<sup>nd</sup> vaccine also scheduled for the resident.

Local Section 8: The department ended December with a count of 325 voucher. 4 down from 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. The program will continue to work towards accuracy in both programs and getting full participation from clients.

Windermere Camera Project: A camera design professional has been hired to work on this project. A walk through of the property has been conducted. Camera designs have begun and its final design to be determined. Drawings have been 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 to be selected. Second bid opening was held on January 31, 2020 and the lower 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.

100 % of the new concrete sidewalks are complete. New lighting is now 100% complete. New siding is now 100% complete. New Unit Numbers in progress. New Fencing to commence once materials arrive. Landscape to continue in the Spring. Per Contractor due to COVID-19 pandemic construction material have been delayed. Siding is complete. Breezeway soffits are complete. Building unit number 100% complete. Pavement sealing, Fencing, Breezeway sidewalk work to commence in the spring.

Grove Court Camera Project-VMS (Cameras) Design Pre-Proposal Conference re-scheduled for 2/25/2021 & Design Proposals rescheduled for 3/5/2021.

Becker Place: Architectural and Engineering walk through pre-proposal accepted on April 12<sup>th</sup>. Walk through and scope review completed on 5/29/2019. Scope review to be determined and work schedule to be determined. The design drawings phase has begun, in progress and to be continued until final drawings are approved. Next the cost of scope of work to be done and an Environmental Review Report (ERR) both in the beginning stages of process. Meeting was held onsite on 1/6/2020 to discuss designs with SHPO. SHPO scope of work was approved on 1/30/2020. VHA-request to HUD to rescind the request to demolition 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 is now complete. Plans are complete, construction drawings and specs are approximately 80% complete.

Radon Testing-to be conducted throughout all our properties March 2021.

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, entertainment and providers continue to be on hold. Visitors are limited to medical, personal aids, Nurses, and caretakers due to COVID-19 Pandemic. The Vernon Housing Authority continues to follow all CDC rules and Governor's Executive Orders by providing quality and safe services to all residents. CoVID-19 2<sup>nd</sup> vaccine clinic was conducted on 2/26/2021. Pitkat Congregate Newsletter with interesting articles, games and puzzles, the weekly lunch menu and activity calendars.

OLD BUSINESS: NONE

NEW BUSINESS: NONE

INFORMATIONAL:

CHFA-Pitkat Congregate Final Closing Certification – this building redevelopment/rehabilitation officially closed with all grants.

Department of Labor – Labor Board approves Desertification. 2-years long union negotiation reach final decision. VHA is not needed to have union. Case closed.

EXECUTIVE SESSION: EXECUTIVE SESSION: At 1:38 pm, Susan Bannon made a motion to go into Executive Session second by Glenn Tarro to discuss pending: Discussion regarding the performance and health of a Housing Authority employee pursuant to Section 1–200 (6)(A) of the Connecticut General Statutes. Commissioner Susan Bannon second. All present voted for the approval of the motion. Motion carried. Executive Director Betsy Soto invited to stay. Wendy Ng left the meeting.

At 1:59 pm, return to regular session Ms. Ng returned to meeting.

The next meeting will be the April 2021 Regular Meeting which will be held on April 8, 2021 at 21 Court St., at 1:00 pm.

The March Regular meeting was adjourned at 2:00 pm on a motion by Commissioner Susan Bannon, seconded by Vice-Chairperson Glenn Tarro. All present voted for the approval of the motion. Motion carried.

Respectfully Submitted,

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Betsy R. Soto, Executive Director