

REGULAR MEETING – October 14, 2021

Chairperson Karen Roy-Guglielmi called the October Regular Meeting of the Housing Authority to order at 1:00pm.  
Attendance upon roll call:

PRESENT: Chairperson Karen Roy-Guglielmi, Commissioners Carl Shaffer, Kathleen McCarthy, Executive Director, Betsy R. Soto, Finance Manager, Wendy Ng, Michael Wendus, Terilynn Rogers, Maryann Levesque

ABSENT: Commissioners Susan Bannon

Public Comment: Maryann Levesque, resident of the Town of Vernon, but not VHA resident, commented on unit condition.

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

BILLS: After review and discussion of the invoices paid, Commissioner Kathleen McCarthy made a motion to approve the payments. Commissioner Carl Shaffer seconded the motion. All present voted for the approval of the motion. Motion carried. The checks approved were: Revolving #67835-67879; Federal #25096-25125; Franklin Park East #1652-1659; Windermere Court #1815-1822; State #15224-15233; Congregate #12853-12870; HCV# none; and Local #3378-3382. 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: Windermere Exterior Site Improvement Project - Construction began 8/17/2020. The new concrete sidewalks, lighting, siding, unit numbers, perimeter fence, landscaping, Breezeway soffits, pavement sealing, Breezeway sidewalks, power washing, vehicles bumpers, parking lot paint stripping are all 100% complete. Final Inspections and Certification of Completion in progress.

Windermere Energy Performance Project – We entered a contract with Eversource and one of their contractors to make the apartments at Windermere more energy efficient. The total cost of the measures will be \$35,762.83 with the VHA paying only \$8,650.10 and Eversource paying the balance to the contractor performing the work. These measures include additional attic insulation, exterior door weather-stripping, domestic hot water measures and the replacement of dwelling unit light bulbs with more energy efficient L.E.D. bulbs. Project 100% complete.

Grove Court Camera Project - Received pre-proposals from D'Agostino & Associates \$27,500.00, Salamone & Associates \$11,730.00, and Reed Hill \$9,391.00. Awarded to the lower bidder-Reed Hill. Design drawings and Specifications are complete, and the project is in the process of going out to bid. Pre-Bid Walk Through scheduled for 10/12/2021. Bid Opening 10/22/2021.

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 streams. RFP for an ALTA Survey and an RFP for Environmental Services are complete and waiting on responses.

Becker Place - 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 it's now in the process of rehabilitation. The first bid opening was held 5/13/2021. Due to only receiving 2 bids and both over budget, both bids have been rejected. The project was put back out for bid and the bid opening was held 7/8/2021. Three bids were received and the low bid from LINK General Contractor's has been recommended for approval by the board. Board approved 9/9/2021.

Local Section 8: The department ended September with a count of 323 this is 2 up 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 August with a count of 1,144 vouchers and RAP state certificates, no changes from 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. The office staff continues to help the residents with the Renters' Rebate information that is required to be submitted to the Vernon Town Hall prior to October 1<sup>st</sup>. For their convenience and safety, we offer to fax the forms for them and provide them with the confirmation sheet that the fax successfully went through. The residents were entertained by Sandy Robinson, Duncan and Alex Lentini this month. As of September, the entertainers are required to provide us with their Covid vaccination information. Pet Therapy continues to be well received by the residents. In September, Diego, a Blenheim and White Cavalier King Charles Spaniel, stole our hearts with his sweet face and calm demeanor. The Nintendo Wii Bowling is on the calendar about twice per month as is an afternoon movie for the residents to enjoy. 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. Beginning on September 24<sup>th</sup>, we held a Catholic Mass in the activity room. Fr. Tadeusz Zadorozny from St. Joseph's Catholic Church in Vernon has agreed to hold Mass on the fourth Friday of every month

OLD BUSINESS: None

2020 Finance Audit: The Financial Audit for the year ending 2020 has been completed. Commissioners Carl Shaffer made a motion to approve the acceptance of Audited Financial Statement and Commissioner Kathleen McCarthy seconded with All present voted for the approval of the motion. Motion carried.

2022 Utility Schedule-Public Housing & HCV Programs were presented and after some discussion, Commissioners Carl Shaffer made a motion to approve the Payment Standards for 2022 and Commissioner Kathleen McCarthy seconded with All present voted for the approval of the motion. Motion carried.

2022 Management Plan Analysis: Ms. Ng gave an overview of the proposed 2022 Management Plan. There is no increase in the Base Rent for studio, 1bedroom increase to \$910.00 from \$863 per month in the Base rent in the Plan. The Plan is effective January 1, 2022. After a review and discussion of the proposed Management Plan, Commissioner Kathleen McCarthy made a motion to approve the proposed Management Plan as presented. Commissioner Carl Shaffer seconded with All present voted for the approval of the motion. Motion carried.

INFORMATIONAL: None

EXECUTIVE SESSION: None

The October Regular meeting was adjourned at 1:50 pm on a motion by Commissioner Kathleen McCarthy, seconded by Commissioner Carl Shaffer. All present voted for the approval of the motion. Motion carried.

Respectfully Submitted,

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Betsy R. Soto, Executive Director