

REGULAR MEETING – May 14, 2020

Vice-Chairperson Glenn Tarro called the May Regular Meeting of the Housing Authority to order at 12:35 p.m. Attendance upon roll call:

PRESENT: Chairperson Karen Roy-Guglielmi (Arrived at 1:21pm), Vice-Chairperson Glenn Tarro, Commissioners Peter Olson, Tenant Commissioner Judy Hany, Executive Director Betsy Soto, and Finance Manager Wendy Ng.

ABSENT: None

Vice Chairperson Glenn Tarro called to add the Financial Audit Proposal to the Regular May Meeting Agenda. Commissioner Peter Olson made a motion to approve the said motion. Commissioner Judy Hany seconded with the vote being 3 ayes. Motion carries.

PUBLIC COMMENT: Public Comment-Ian Mills-resident at Franklin Park East requested update information on the tenant commissioner position since the current Commissioner term will expired this year. Explained to Mr. Mills that per General Statue 8-41 A commissioner shall hold office until said commissioner's successor is appointed and has qualified. Betsy gave explanation on the tenant commissioner policy. Explained process with 3<sup>rd</sup> party while addressing the Governor Executive Order 7B and CoVID-19 pandemic. The health & safety of our residents and staff is a priority during this pandemic. A response to Mr. Mills to follow via mail.

MINUTES: Commissioner Judy Hany made a motion to approve the minutes of the March's Regular meeting as read. (April meeting canceled due to CoVID-19 & Governor Executive Order 7B) Commissioner Peter Olson seconded with the vote being 3 ayes. Motion carries.

BILLS: After review and discussion of the invoices paid, Commissioner Judy Hany made a motion to approve the payments. Commissioner Peter Olson seconded the motion with the vote being 3 ayes. The checks approved were: Revolving #67128-67215 Federal #24680-24725; Franklin Park East #1578-1588; Windermere Court #1704-1717; State #15131-15145; Congregate #12529-12578 Voucher #51992-52106; and Local #3299-3303. Motion carries. The Housing Authority's credit card invoice was reviewed and approved.

Cash Report: The Cash Balances and Credit Card Statement were reviewed by the Board of Commissioners.

Occupancy Report: The Occupancy report was reviewed with the Board of Commissioners.

EXECUTIVE DIRECTOR'S REPORT: Francis Pitkat Congregate Living Center Renovations: Renovations are moving along at the Pitkat, construction is 99% complete. There is an update on the notification received from CHFA stating that we may not be able to use all of our construction contingency funds on the project and that it may have to be used to pay back the pre-development loan that they previously said we did not have to repay. Department of Housing has informed me that it's their intent to convert the loan to a grant, and an official notification will be forthcoming. Since then a letter was received from Department Housing stating that the loan had to be paid back. After reaching out to our field officer, I was informed not to take further actions. We are still on hold and will wait for the final decision. After inspection they were misinformation on the signage on a few signs and missing signage. Corrected signage and missing signage reordered. There are minor items to be addressed prior to closing of project. Signage completed on March 20, 2020. Project is now ready for closing with CHFA. Due to the Covid-19 pandemic everything is on hold now.

**Local Section 8:** The department ended April with 316 vouchers. The section 8 program is currently working towards continuing to grow the program numbers to maximize the number of participants on the program.

State of Connecticut DOH-Housing Choice Voucher and Rental Assistance Programs: The Department finished April with 1,144 vouchers and RAP state certificates. The program is currently working towards regaining a combination of 37 HCV and RAP certificates it has lost in the last year. In addition to assuring accuracy in both programs and getting full participation from clients.

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.

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.

Windermere Exterior Site Improvement Project: Walk through of the property has been conducted and Proposals accepted. Architect has been selected and contracts signed. The design drawings phase has begun, in progress and to be continued until final drawings are approved. Town of Vernon has approved minor parking modification. Pre-bid walkthrough was conducted on 3/30/2020. Bid opening was held April 16, 2020. 2 out of 4 were incomplete and bids were over budget. All bids were rejected. Drawings in the process of being reviewed.

All activities and providers were cancelled as of March 13, 2020 and all visitors were limited to medical or personal aid only. Lunches are being delivered to implement Social Distancing. We have implemented pre-cautionary measures for everyone entering the facility to wear facial covering and gloves at all time.

OLD BUSINESS: None

NEW BUSINESS:

Congregate Base Rent Increase: In the 2020/2021 Management Plan we are proposing a \$20.00 increase in the Base rent for the Congregate Facility. Due to the anticipated growing operating costs at the development we will need to increase the base rents of the apartments. This increase is needed to maintain the viability of the property. The Tenant Meeting was held via phone on May 4<sup>th</sup> to discuss the increase. Residents understood the reasoning for the increase after the discussion and were on board. There were no adverse comments. Residents expressed satisfaction and were grateful of how VHA has secured the facility and enforced safety procedures during this CoVID-19 Pandemic. After some discussion, Commissioner Peter Olson made a motion to approve the \$20.00 increase in base rent in the next year Management Plan. The increase would be effective 07/01/2020. Commissioner Judy Hany seconded the motion with the vote being 3 ayes. Motion carries.

2021 Congregate Management Plan & Congregate Services Budget: Ms. Ng presented to the Board the proposed Congregate Management Plan and Congregate Services Budget for approval. Ms. Ng gave an overview of the Management Plan which includes a \$20.00 increase in the base rent. The Services Budget would increase the cost of Core Services to \$850.00. After some discussion, The Board approved both plans in Resolution #404. Commissioner Peter Olson made a motion to approve the Management Plan and Congregate Services Budget as presented and accept Resolution #404. Commissioner Judy Hany seconded with the vote being 3 ayes. Motion carries.

Finance Audit Proposal-Ms. Soto presented the finance audit proposal. After some discussion Commissioner Peter Olson made a motion to approve Marcum Accountants Advisors as the new Vernon Housing Authority Finance Auditors commencing with fiscal year 12/31/2019. Commissioner Judy Hany second the motion with the vote being 4 ayes. Motion carries.

INFORMATIONAL:

Windermere Exterior & Site Improvement- Bid opening was held April 16, 2020. 2 out of 4 were incomplete and all bids were over budget. All bids were rejected. Drawings in the process of being reviewed.

CFP 2020 5YAP-Approved by HUD.

HUD PHAS-Score Report for The Vernon Housing Authority for Fiscal Year Ending 12/31/2019. PHAS Indicators include Physical Condition, Financial, Management, Capital Fund total score received 93%. **Designation Status: High Performer**. Board of Commissioners were impressed by the score received, expressed gratitude, and were very happy.

HUD SEMAP-Local Section 8-The Vernon Housing Authority for Fiscal Year Ending 12/31/2019 finished with a score of 100%. **Designation Status: High Performer**. Board of Commissioners were impressed by the score received, expressed gratitude, and were very happy.

EXECUTIVE SESSION: None

The next meeting will be the June Regular Meeting which will be held on June 11, 2020 at 21 Court St. at 1:00 p.m.

The May Regular meeting was adjourned at 1:25 pm on a motion by Commissioner Judy Hany; second by Chairperson Karen Roy-Guglielmi with all voting in favor. Motion carries.

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Executive Director