

REGULAR MEETING – July 13, 2023

Chairperson Susan Bannon called the July Regular Meeting of the Housing Authority to order at 1:11 pm. Attendance upon roll call:

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

ABSENT: Commissioners: Steve Wakefield

Public Comment: Various comments and suggestions from some of the attendees were made. They are Ian Mills (14 FPE), Mary Dzat (87 FPW), Vicki Frint (14 FPE), Clara Werpechowski (22 FPE), Helen Michaud (97 FPW), Diane Ouellette (109 FPW), Concetta Marinelli (101 FPW), Russell Bastille (65 FPW), David Howey (Grove #39), Heidi Howey (Grove #46), Maria Petrella (80 FPW), Gisele Cornier (63 FPW), Gail Gagnon (33 FPE), Anthony Gionfriddo (21 FPE), David Coulombe (Grove #18), and Lee Anna Williams (83 FPW).

Executive Session: None

MINUTES: A motion was made by Commissioner Sean Hadden to adopt the June 2023 regular Meeting minutes and June 23, 2023, Special Meeting minutes 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 Sean Hadden made a motion to approve the payments, Commissioner Carl Schaefer second the motion. All present voted for the approval of the motion. Motion carried. The checks approved were: Revolving #68777-68823; Federal #25579-25602; Franklin Park East #1746-1749; Windermere #1976-1983; State #15412-15422; Congregate #13352-13373; HCV# none and Local #3479-3483. The Housing Authority's credit card invoice was reviewed and approved along with the bills. Commissioners Carl Schaefer questioned check number 25587 Facility Manager Michael Patrick explain. Commissioner Sean Hadden questioned check number 13354 & 68784 Executive Director, Betsy R. Soto, explained and the commissioners accepted. No further questions.

Cash Report: The Cash Balances were reviewed with the Board of Commissioners. Sean Hadden questioned the investment account's dividend earnings. Finance Manager, Wendy Ng, will provide an explanation via email.

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

Executive Director Report: Grove Court Major Renovation – Secondino withdrew their bid 03.30.23. The project was re-bidden. Four (4) bids were received on 06.08.23.

The lowest bidder is Pioneer Builders of Newington at \$6.6 Million. There is a funding gap. Working with consultants to close the gap.

Congregate-Upholstery of damaged furniture – Damage furniture replacement – 4 recliners have been ordered, for a total cost of \$6,948.26. Delivery in progress. All damaged furniture has been replaced.

Franklin Park East, West, and Windermere Signage Project- One (1) bid received on 05.18.23. Low bid is significantly of budget. Design team to explore reflective signs in lieu of illuminated signs. This project is on HOLD and may be pushed into 2024 due to potential additional costs associated with Franklin Park East Roofs.

Franklin Park East- Construction resumed on the second building. Significant structural issues encountered. Structure reviewed by structural engineer on 05.24.23. Structural report submitted on 05.31.23. Many "soft" spots on the roof sheathing. Rafter design to be a max spacing= 24"oc. In many cases the existing rafter spacing was noted to be= 32"oc. Roof sheathing (1/2") was not installed properly & plywood edges (joints) were not lined up with the rafters and not nailed. Plywood thickness of (1/2") does not meet the code required snow load capacity at any spacing that exceeds 24" oc. Lack of a solid connection from rafters to beams. The gaps at many of the wood nail joints were not tight & nails were exposed. Further structural investigation from on top/roof confirmed the improper installation of the plywood sheathing, and rafter-to-beam nailing. It may explain the "soft" areas of the roof. Also noted was the post installation of ridge vents where the contractor cut the plywood on each side of the ridge. This has caused the plywood along the ridge to lose its bearing and overall structural integrity. Work resumed on 06.15.23. Work was clerked on 06.15.23 by Cory Hartline (CH) of J. D'Amelia & Associates. We are estimating that the additional cost for framing repairs and plywood replacement will be approximately \$15K (+/-) per building. The remaining 6 buildings will be assessed and addressed on a case-by-case basis.

Franklin Park West - Seven (7) bids received on 05.18.23. Apparent low bidder is 4YOU, LLC. A scope review meeting was held on June 29, 2023. Site visit scheduled for 7/6/2023. To be presented to the board.

Becker Place (Structure)-The punch list has been issued. Anticipated completion was 06.05.23. The contractor continues to fail to meet completion dates and VHA intends to start imposing liquidated damages on the contractor. Contract work on project is 99% complete.

Becker Place Site Work- Contract signed with Complete, LLC in the amount of \$39,000. Construction commenced on 06.12.23. Some additional concrete replacement will be necessary at the driveway foundation intersection, at rear of building and at right side of building. The contractor could potentially complete the project the week of 07/7/23.

Local Section 8 - The department ended June with a count of 360 HCV, 4 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 June with a count of 1,131 Vouchers and RAP state certificates, 3 less than 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 provide quality and safe services to all residents. For the safety of the residents and staff, everyone entering the facility and walking through the common areas is required to wear masks and remain at least 6 ft. apart. All common areas in the building continue to be sanitized daily and before and after scheduled activities. Thursday, June 8th, Duncan entertained the residents in the parlor. He has been performing for many years and is one of the residents' favorites. John Grundstrom was here on Monday, June 12th to play music and sing for the residents in the parlor. On Saturday, June 10th, about eight residents enjoyed the Arts & Crafts Group in the activity room from 3:00-5:00 p.m. There were coloring books, word puzzle books, crayons and gel pens for the residents to use. Renters Rebate was held on June 13th, from 9:00 a.m.-3:00 p.m. to help the residents fill out the necessary paperwork for the Renter's Rebate. On Tuesday, June 20th, two summer interns from the UCONN College of Agriculture, Health and Natural Resources, Healthy Family CT SNAP-Ed provided a free class on All About Herbs! 18 residents participated and each received a large herb plant and a delicious healthy snack that was donated by UCONN. They learned how to grow common herbs to add flavor, color, and variety to their meals and how to store fresh herbs. Everyone really enjoyed both presenters and they will join us again next month. Fr. Tadeusz Zadorozny from St. Joseph's Church was here on Friday, June 23rd @ 10:00 for the Catholic Mass in the Arts & Crafts room. Alex Lentini was at the Congregate on Tuesday, June 27th to play his guitar and sing for the residents in the parlor after lunch. We celebrated one birthday in June. Bridget Almquist from Glendale Senior Dining made a beautiful sheet cake that was served for dessert in the dining room, and everyone sang "Happy Birthday". calendars. Other postings are frequently added to the bulletin board. Bread/Pastry – Every other Tuesday volunteers deliver bread & pastry from Stop & Shop or Shoprite. Recently the VHA has partnered with Cornerstone to offer all the residents a large variety of nutritional food including meat, dry goods, bread, cereal, fresh fruits, frozen food, etc. The Cornerstone vans arrive at Court Towers, 21 Court Street and set up a makeshift grocery store in the community room. Grocery shopping bags are provided, and residents shop for what they need. A bus is provided for the residents every Friday from 1:00-2:00 p.m. For the residents at the Congregate that may not be able to take the bus, boxes of food are delivered, sorted, in the dining room for resident 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 monthly 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.

Old Business: None

New Business: PHA Conferences, after some discussion, Commissioner Carl Schaefer made a motion to decline the conferences, Second by Commissioner Sean Hadden. All present voted for the approval of the motion. Motion carried.

Franklin Park West Roofs-Seven (7) bids received on 05.18.23. Apparent low bidder is 4YOU, LLC. A scope review meeting was held on June 29, 2023. Site visit scheduled for 7/6/2023. After review and discussion, Commissioner Sean Hadden made a motion to table the approval of the contract for a letter of qualification. Carl Schaefer second the motion. All present voted for the approval of the motion. Motion carried.

Informational: Tenant Thank you Letter-A lovely note of appreciation was submitted to Executive Director Betsy R. Soto by a resident for her encouragement, support, and outstanding professionalism.

Quarterly Federal Budget Report-Finance Manager, Wendy Ng, distributed to all commissioners. The Board of Commissioners will email Finance Manager, Wendy Ng questions, if any.

2023 Yard Goats Game-Flyer sent to all residents.

2023 VHA Annual Cookout-Scheduled for 9/8/2023-BOC notified.

2023 Summer Concert-Scheduled for 8/10/2023. Tenant flyers were distributed through all properties.

The next September meeting will be held on September 14, 2023, at 1:00 pm at 55 Grove Court, Vernon, CT 06066 - Community Room.

The July Regular Meeting was adjourned at 1:55 pm on a motion by Commissioner Sean Hadden; seconded by Commissioner Carl Schaefer all voting in favor. Motion carried.

Respectfully Submitted,

Betsy R. Soto,
Executive Director, PHM, VEM