

REGULAR MEETING – March 14, 2024

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

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

ABSENT: Commissioners Carl Schaefer

Public Comment: David Howey, 55 Grove St. #39, said thank you to Betsy. He will keep the communication with Betsy. Anthony Gionfarddo, 21 Franklin Park East, wanted the board meeting schedule post in community rooms. (actual it is already posted in community's board). Clara Werpechowski, 22 Franklin Park East, concerned about community environments. Request to get new dumpster. Gail Ganon, 33 Franklin Park East, regarding the violation letter which he received. Ian Mills, 14 Franklin Park East, brought up many topics such as CRT, question on Drainpipes, roof, the case for the flood. Babara Bruno, 55 Grove #34, leaves blow to empty spot.

MINUTES: On a motion made by Commissioner Sean Hadden the Regular meeting minutes of February 8, 2024, were approved as read. Commissioner Steve Wakefield seconded. All present voted for the approval of the motion. Motion carried.

BILLS: After review and discussion of the invoices paid, Commissioner Steve Wakefield 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 #69148-69190; Federal #25798-25816; Franklin Park East #1789-1793; Windermere #2051-2057; State #15483-15490; Congregate #13561-13582; HCV# none and Local #3533-3537. The Housing Authority's credit card invoice was reviewed and approved along with the bills. Chairperson Susan Bannon questioned check#13564, Executive Director explained; Commissioner Sean Hadden questioned check#13570, Executive Director Betsy Soto explained in Executive Session; Commissioner Steve Wakefield questioned check#13574 & # 69153. The Executive Director explained ck#13574 and will give the details in the mail. Finance Manager Wendy Ng explained ck#69153. 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. Unit Occupancy 98%.

Executive Director Report: Grove Court Major Renovation - Contract has been signed with Pioneer. A & E team currently responding to questions from the Building Department and Fire Marshal. A building permit has been issued. Resident Meeting was held on 2/28/24. Mobilization meeting to be held on 3/13/24. Contractors scheduled to mobilize on 3/18/24.

Franklin Park West Roof Replacement- Closeout documents have been submitted.

Franklin Park East Roof Replacement-Pending close out documents.

Franklin Park East, West, and Windermere Signage Project- Architect revised ground sign height. VHA approved revised Scope of Work. Witham Construction to propose credit for revised scope of work.

Exterior Doors & Storm Doors at Franklin Park West, and Storm Doors at Franklin Park East- A&E RFP sent to five (5) firms. A&E pre-proposal conference held on 3/6/24. Proposals due 3/21/24.

Court Tower - Court Tower - Flooring abatement & requirements Eagle Environmental has been awarded a contract for LEP services. Request for Proposals for Relocation Specialist under review by VHA.

Pitkat Congregate Living Center-Capital Needs Assessment - Proposal in the amount of \$3,800 received from Bureau Veritas. Proposal has been sent to CHFA for review and approval.

Local Section 8 - The department ended February with a count of 347 HCV, no changes 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 Program - The Department ended February 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.

Congregate Pitkat Facility Report: The Vernon Housing Authority continues to follow all CDC rules and Governor's Executive Orders by providing quality and safe services to all residents. Numerous activities went on during the month of February. Thursday February 1<sup>st</sup> residents enjoyed music with Duncan in the downstairs sitting area, Saturday February 3<sup>rd</sup> residents enjoyed Arts and Crafts with Cindy, Tuesday February 13<sup>th</sup> residents enjoyed music with Chicago Joe in the downstairs sitting area, and Tuesday February 20<sup>th</sup> residents enjoyed a UCONN nutrition discussion. February is the month of healthy hearts and residents enjoyed a seminar along with a food demonstration and tasting, and Wednesday February 21<sup>st</sup> the resident participated in a meet and greet in the downstairs sitting area. New residents were introduced to current residents. 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. 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. Cornerstone offers all

the residents a large variety of nutritional food including meat, dry goods, bread, cereal, fresh fruits, frozen food, etc. 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. 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. Glendale Senior Dining made a beautiful sheet cake that was served for dessert in the dining room, and everyone sang "Happy Birthday" to residents who's birthday is in February!

Old Business: None  
New Business: None

Informational: HUD High Performer Notification. HUD scored VHA to be High Performer for year 2023.

Executive Session: At 1:40pm, 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 2:01pm; Returned to regular session. Mrs. Ng returned to the meeting. Commissioner Sean Hadden made a motion to approve a 5% increase for the Facility Manager salary, Commissioner Steve Wakefield seconded. All present voted for the approval of the motion. Motion carried.

The next meeting will be the April Regular Meeting which will be held on April 11, 2024, at the Congregate Facility, 80 Franklin Street, Vernon, CT 06066, Arts & Craft Room at 1:00 pm.

The March Regular Meeting was adjourned at 2:13 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