

## REGULAR MEETING – May 11, 2023

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

**PRESENT:** Commissioners: Sean Hadden, Steve Wakefield, Carl Shaffer, Executive Director Betsy R. Soto, Wendy Ng, Michael Patrick.

**ABSENT:** Chairperson Susan Bannon & Commissioner Kathleen McCarthy

A motion was made by Commissioner Sean Hadden to move Public Comment after approved Bills. Commissioner Steve Wakefield seconded. All present voted for the approval of the motion. Motion carried.

Executive Session: None

**MINUTES:** A motion was made by Commissioner Sean Hadden to adopt the March 2023 Regular Meeting minutes as offered. 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 Sean Hadden made a motion to approve the payments, Commissioner Steve Wakefield second the motion. All present voted for the approval of the motion. Motion carried. The checks approved were: Revolving #68694-68729; Federal #25541-25552; Franklin Park East #1733-1738; Windermere #1962-1968; State #15401-15407; Congregate #13308-13328; HCV# none and Local #3465-3469. The Housing Authority's credit card invoice was reviewed and approved along with the bills. Commissioners Sean Hadden questioned check number 3465 and Finance Manager, Wendy Ng, to follow up. Commissioners Steve Wakefield questioned credit card transaction, Executive Director, Betsy R. Soto, explained and the commissioner accepted. No further questions.

**Public Comment:** David Coulombe-resident at 55 Grove St. #18, - Thanked Patrick for fixing issues in his unit. Ronald Valigursky, 55 Grove #5 – referred to letters received from VHA and disapproval. David Howey, 55 Grove #39 – referenced documents provided to the board at the March 9, 2023, meeting, not in agreement with March 8, 2023, minutes, referenced the Grove Court Major Renovation project relocation and its process, other resident issues and or court procedures. Lori Jeffers, 21 Court Tower #6D- Express her appreciation to the Board and Executive Director and presented them with Thank you cards. Lisa Malone, Court St., #5C-Requested air conditioner be turned on. Anthony Womack 21 Court St., #2L – Left meeting.

**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.

At 1:24 pm Susan McAlpine residents at Court Tower #5E came into the meeting and requested to make a public comment.

A motion was made by Commissioner Sean Hadden to have 2nd Public Comment Commissioner Steve Wakefield seconded. All present voted for the approval of the motion. Motion carried.

2<sup>nd</sup> Public Comment: Susan McAlpine referenced moving to a 1-bedroom unit and unit window repair.

Executive Director Report: Grove Court Major Renovation – Secondino withdrew their bid 03.30.23. The project will be re-bid.

Congregate-Upholstery of damaged furniture – Damage furniture replacement – waiting on quotes.

Franklin Park East, West, and Windermere Signage and Sign Lighting Project-Project out to bid and bids due on 5/18/23.

Franklin Park East Roof Replacement Project-Construction to resume on 05.03.23.

Franklin Park West Roof Replacement Project- Project out to bid and bids due on 05.18.23.

Becker Place-Contract work on project is 99% complete. The punch list has been issued. Additional work on exterior foundation wall and basement underway. Anticipated completion is 05.09.23.

Becker Place (Site Work)-Bid opening was held on 04.20.23. The apparent low bidder is Complete, LLC in the amount of \$39,000.

Local Section 8 - The department ended April with a count of 353 HCV, 5 less 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 April with a count of 1,136 Vouchers and RAP state certificates, 8 less from the previous month. The program is working towards accuracy in both programs and getting full participation from clients.

Cornerstone Food Delivery to Court Towers: On Friday, April 28th, Cornerstone conducted its first Mobile Food Delivery to Court Towers. The tryout went quite well. There were approximately 30 families in attendance. The plan is to make this free mobile food delivery service available at all VHA facilities. There is information attached to the report.

Henry Park Summer Concert- HVCC has booked the Henry Park Summer Concert for August 10, 2023. Residents who wish to attend will be provided with transportation.

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 continue to be sanitized on a regular basis and before and after scheduled activities.

On Thursday, April 6<sup>th</sup>, Duncan performed his music in the parlor for the residents. He is one of the residents’ favorite performers and approximately 16 residents were in attendance. They were singing, clapping, and even dancing along to the music.

Alex Lentini performed on Tuesday, April 11<sup>th</sup> in the sunroom. He plays the guitar and sings songs from the 60’s and 70’s. His voice is very soothing, and the residents enjoyed themselves.

On Monday, April 17<sup>th</sup>, the residents were entertained by John Grundstrom in the parlor. He was well received, and the residents sang along.

Fr. Tadeusz Zadorozny from St. Joseph’s Church was here on Friday, April 28<sup>th</sup> @ 10:00 for the Catholic Mass in the Arts & Crafts room.

We celebrated four birthdays in April. Bridget Almquist from Glendale made a beautiful cake to be served for dessert in the dining room and everyone sang “Happy Birthday”.

Many of the activities that the residents enjoyed before Covid 19 have been reinstated. 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.

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.

Bread/Pastry – Every Tuesday of every week community volunteer’s deliver bread & pastry from Stop & Shop or Shoprite. This is a service that the residents look forward to receiving on a weekly basis.

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: Personnel Policy-Pay administration. After review and discussion of the pay administration proposed changes, Commissioner Sean Hadden made a motion to table the matter. Commissioner Steve Wakefield seconded the motion. All present voted for the approval of the motion. Motion carried.

Becker Place Site Work Project-Bid opening for this project took place on 4/20/2023. The lowest and most cost effective was Construction, LLC. After some discussion, Commissioner Sean Hadden made a motion to accept Construction, LLC to be the contractor for this project. Commissioner Steve Wakefield seconded. All present voted for the approval of the motion. Motion carried.

Cornerstone Food Delivery to Court Towers: Information was provided to the board with Cornerstone First Mobile Food Delivery to Court Towers. The tryout went quite well. There were approximately 30 families in attendance. Cornerstone will continue to provide the service to all residents as long as free supplies are available.

Henry Park Summer Concert- HVCC has booked the Henry Park Summer Concert for August 10, 2023. Residents who wish to attend will be provided with transportation.

The next meeting will be held on June 8, 2023, at 21 Court Street, at 1:00 pm in the Community Room.

The May Regular Meeting was adjourned at 2:38 pm on a motion by Commissioner Sean Hadden; seconded by Commissioner Steve Wakefield all voting in favor. Motion carried.

Respectfully Submitted,

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Betsy R. Soto  
Executive Director, PHM, VEM