

## REGULAR MEETING – September 14, 2023

Chairperson Susan Bannon called the September Regular Meeting of the Housing Authority to order at 1:01 pm. Attendance upon roll call:

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

**ABSENT:** Commissioners: Carl Schaefer

**Public Comment:** Various comments and suggestions from some of the attendees were made. They are Ian Mills (14 FPE), David Howey (Grove #39), Clara Werpechowski (22 FPE), Frances Elys (Grove #33), John Misaiko (Grove #35), Roy Ronald (Grove #25), Gail Gagnon (33 FPE), Barbara Picard (26 FPE), Rachel Pranckus (Wind. #24), Ronal Valingursky (Grove #5), Barbara Bruno (Grove #34), Jane Gwozdz (Grove # 13), Williams Dancosse (Grove # 9), Cindy Henry (Grove # 2)

**Executive Session:** None

**MINUTES:** A motion was made by Commissioner Sean Hadden to adopt the July 2023 Regular Meeting minutes and August 3, 2023, Special 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 #68824-68907; Federal #25603-25648; Franklin Park East #1750-1765; Windermere #1984-2004; State #15423-15438; Congregate #13374-13418; HCV# none and Local #3485-3494. The Housing Authority's credit card invoice was reviewed and approved along with the bills. Chairperson Susan Bannon questioned check numbers 25611, 26434, 25637 & 13385. Executive Director, Betsy R. Soto, and Finance Manager Wendy Ng explained, and the commissioners accepted. Commissioner Sean Hadden questioned all the check payments to legal counsel. Finance Manager, Wendy Ng, will provide an explanation via email. No further questions.

**Cash Report:** The Cash Balances were reviewed with the Board of Commissioners. Sean Hadden questioned the investment account's dividend earnings. Sean Hadden will email the website link regarding investment.

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

Executive Director Report: Grove Court Major Renovation-The current low bidder is Pioneer Builders of Newington at \$6.6 Million. There is a funding gap of approximately \$800K. The sitework package (concrete sidewalks, asphalt paving, block walls, and site lighting, etc.) will likely be cut from the scope of work unless additional funding sources become available. I continue working on obtaining additional funding. The contractor is working on a proposed credit for the site package which will be utilized if additional funding is not obtained. A resident meeting was held on 09.01.23.

Congregate-Upholstery of damaged furniture – New furniture delivery has been pushed out due to Delivery in progress.

Franklin Park East, West, and Windermere Signage Project-Project is currently being “value engineered.” (Reflective signs in lieu of illuminated signs). This project is on hold and will likely be pushed into 2024 due to potential additional costs associated with Franklin Park Roofs.

Franklin Park East-Roofing is complete on buildings 10, 8, 7, 6, 5, and 4. Break metal is complete on buildings 10 & 8. Break metal is on backorder. Downspouts must still be installed at all buildings.

Franklin Park West - Contract with 4 YOU, LLC has been signed. The mobilization meeting was held on 09.06.23. The Town of Vernon issued the Building Permit on 09.06.23. Roofing at Franklin Park West will commence on 09.11.23.

Becker Place (Structure)-Link General Contracting has failed to complete the project. Witham Construction has been hired to complete the remaining scope of work and is currently working. The two (2) 3rd floor windows requiring replacement have been ordered. Windows is due to arrive by 09.08.23. Witham Construction anticipates completion prior to 10.01.23. Certificate of Occupancy was provided by the Town of Vernon on 09.06.23.

Local Section 8 - The department ended August with a count of 352 HCV, 8 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 August with a count of 1,131 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.

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. All common areas in the building continue to be sanitized daily and before and after scheduled activities. Thursday, July 6th, Musician, Sandy Robinson entertained the residents in the parlor. On Saturday, July 8th, several residents enjoyed the Arts & Crafts with Cindy, 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. The Vernon Housing Authority's Resident Services Coordinator, Elliott Holmes scheduled residents to be in the Congregate sunroom on Tuesday, July 11th, from 1:00 p.m.-3:00 p.m. to distribute Farmers Market Vouchers. The residents were extremely excited, and many couldn't wait to be able to use them. On Tuesday, July 11th, summer interns from the UCONN College of Agriculture, Health and Natural Resources, Healthy Family CT SNAP-Ed provided a free class on Hydration and Summer Food Safety. Residents participated in a question/answer session after a brief presentation. Everyone really enjoyed both presenters and they will join us again next month. John Grundstrom was here on Friday, July 25th and played music and sang for the residents in the parlor. We celebrated two birthdays in July, 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". 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, and many more monthly activities.

Old Business: None

New Business: 2024 Payment Standard -Flat Rents -Payment Standards-After some discussion, Commissioner Kathleen McCarthy made a motion to approve the Payment Standards for 2024 and Commissioner Sean Hadden seconded. All present voted for the approval of the motion. Motion carried.

2024 Payment Standards-HCV-After some discussion, Commissioner Sean Hadden made a motion to approve the 2024 HCV Payment Standards and Commissioner Kathleen McCarthy seconded. All present voted for the approval of the motion. Motion carried.

2024 Utility Schedule-Public Housing & HCV Programs were presented and after some discussion, Commissioners Sean Hadden made a motion to approve the Payment Standards for 2024 and Commissioner Steve Wakefield seconded. All present voted for the approval of the motion. Motion carried.

Statement of Personnel Policies-VII. LEAVE, HOLIDAYS; Compensation for Paid Holidays- After some discussion, Commissioner Sean Hadden made a motion to accept this policy change, "Additionally, to receive holiday pay, hourly employees must work the business day after and or must have 8 hours of vacation or sick time available preceding and following the holiday." Commissioner Steve Wakefield seconded. All present voted for the approval of the motion. Motion carried.

80 Franklin Street-Driveway Entrance Re-Pavement-Bid opening took place 8/3/2023. The lowest and qualified bidder was M & S Pavement and Sealing Inc. To provide

clarity to the document requested, Sean Hadden will provide Cory Hartline, Mod Coordinator of J. D'Amelia and Associates, LLC, an example. Commissioner Sean Hadden made a motion to table the matter. Commissioner Steve Wakefield seconded. Commissioner Susan Bannon abstained. All present voted to table of the motion. Motion carried.

Informational: Press Release – Town of Vernon Partners with the Vernon Housing Authority to obtain \$2 Million Grant. Major renovation of Grove Court and Grove Court Extension.

Press Release – Journal Inquire-Vernon 54 unit affordable housing complex gets \$2M for renovations.

The next September meeting will be held on October 12, 2023, at 1:00 pm at 80 Franklin Street Vernon, CT 06066 – in the Arts and Craft Room.

The September Regular Meeting was adjourned at 3:15 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