

Housing Authority of the Town of Vernon

Meeting location: 114 Franklin Park West, Vernon, CT 06066, Community Room

REGULAR MEETING- February 12, 2026

Chairperson Sean Hadden called to order at 1:02 pm. Attendance upon roll call:

PRESENT: Chairperson Sean Hadden, Commissioners: Ronald M Levesque, Carl Schaefer, David Howey, and Steve Wakefield.

Staff: Wendy Ng, Shenoa Steves, Nicole Nadeau, and Maria DeMarco from DeMarco Management Corporation

Absent: None

Public Comment:

1. I. Mills, FPE #14, states his unit was selected for a REAC inspection and it proceeded flawlessly. Resident states that residents were notified on 1/20/26 that there were to be additional inspectors on site to perform inspections for residents from 1/27/26 – 1/30/26, but these inspections were canceled, no additional inspectors showed up, and residents were not notified of cancellation. Resident asked if future pre-notified events are canceled, to notify residents via a robocall.

Approval: Chairperson Sean Hadden asked for a motion to approve regular meeting minutes of January 8, 2026. Motion made by Commissioner David Howey. Seconded by Commissioner Carl Schaefer. All present voted for the approval of the motion. Motion carried.

Chairperson Sean Hadden asked for a motion to add an Executive Session to the meeting agenda. Motion made by Commissioner Steve Wakefield. Seconded by Commissioner Carl Schaefer. All present voted for the approval of the motion. Motion carried.

Department Head Reports:

Each Department head gave a brief report of the past month's accomplishments and their concerns/needs going forward.

Wendy Ng, Finance Manager, gave the monthly financial report. Chairperson Sean Hadden asked for a motion to accept the monthly financial report and bills paid. Motion made by Commissioner Steve Wakefield, Seconded by Commissioner David Howey. All present voted for the approval of the motion. Motion carried.

The Interim Director of DeMarco Management gave the Interim Executive Director's Report

- Snowstorm of January 25, 2026, required additional contractor to be called in for snow removal off site. Exploring outside snow contractors to remove snow removal responsibilities from staff.

- Grove Court Project on schedule to be completed soon. A ceremony should be considered to commemorate and thank Public Officials, Funders, Staff, and Residents for their patience and perseverance towards the completion of this project.
- Switching from HAB system software to PHA Web which is designed for Housing Authorities and requires less system support.
- Asking for input on and to remove \$40 mandatory cable charge for residence, so those who only want basic cable won't get charged, internet provider is up to the resident.
- Both Congregate and PitKat have leaks with heating system that will cost at least \$230,000, looking to CHFA to provide funding.

Commissioner Report

- There are tenants that are not advising or reporting issues.
- Reported a lot of issues including hazardous sidewalks, rubber mats, and water intrusion and leaks.

Old Business:

- Becker Place – Postponed to next meeting.

New Business:

Policy Additions Public Housing: Admission & Continued Occupancy Policy (ACOP)

- Cha. 0 Admin Plan Introduction for HOTMA
Chairperson Sean Hadden asked for a motion to approve Admin Plan Introduction for HOTMA as a document. Motion made by Commissioner David Howey. Seconded by Commissioner Carl Schaefer. All present voted for the approval of the motion. Motion carried.
- Cha. 1 Overview of Program and Plan
Chairperson Sean Hadden asked for a motion to approve Overview of Program and Plan as a document. Motion made by Commissioner David Howey. Seconded by Commissioner Ronald M Levesque. All present voted for the approval of the motion. Motion carried.
- Cha. 2 Fair Housing and Equal Opportunity
Chairperson Sean Hadden asked for a motion to approve Fair Housing and Equal Opportunity as a document. Motion made by Commissioner David Howey. Seconded by Commissioner Steve Wakefield. All present voted for the approval of the motion. Motion carried.
- Cha. 3 Eligibility Requirements under HOTMA
Chairperson Sean Hadden asked for a motion to approve Eligibility Requirements under HOTMA as a document. Motion made by Commissioner David Howey. Seconded by Commissioner Carl Schaefer. All present voted for the approval of the motion. Motion carried.
- Cha. 4 Applications, Waitlisting, and Tenant Selection

Chairperson Sean Hadden asked for a motion to approve Applications, Waitlisting, and Tenant Selection as a document. Motion made by Commissioner David Howey. Seconded by Commissioner Ronald M Levesque. All present voted for the approval of the motion. Motion carried

- Cha. 5 Briefings and Voucher Issuance

Chairperson Sean Hadden asked for a motion to approve Briefings and Voucher Issuance as a document. Motion made by Commissioner David Howey. Seconded by Commissioner Ronald M Levesque. All present voted for the approval of the motion. Motion carried

- Cha. 6A Income and Subsidy Determination

Chairperson Sean Hadden asked for a motion to approve Income and Subsidy Determination as a document. Motion made by Commissioner Steve Wakefield.. Seconded by Commissioner Carl Schaefer. All present voted for the approval of the motion. Motion carried.

- Cha. 6B Income and Subsidy Determination under HOTMA

Chairperson Sean Hadden asked for a motion to approve the Income and Subsidy Determination under HOTMA as a document. Motion made by Commissioner David Howey. Seconded by Commissioner Ronald M Levesque. All present voted for the approval of the motion. Motion carried

- Cha. 7A Verifications

Chairperson Sean Hadden asked for a motion to approve Verifications as a document. Motion made by Commissioner Steve Wakefield. Seconded by Commissioner Carl Schaefer. All present voted for the approval of the motion. Motion carried

- Cha. 7B Verifications under HOTMA

Chairperson Sean Hadden asked for a motion to approve Verifications under HOTMA as a document. Motion made by Commissioner Steve Wakefield. Seconded by Commissioner David Howey. All present voted for the approval of the motion. Motion carried

Informational: NONE

Executive Session: Chairperson Sean Hadden asked for a motion to begin Executive Session at 2:22 PM. Motion made by Commissioner Steve Wakefield. Seconded by Commissioner David Howey. All present voted for the approval of the motion. Motion carried

The next meeting will be held on March 12, 2026, at 55 Grove St. Vernon, CT 06066 in the Community Room at 1:00 pm.

The February Regular Meeting was adjourned at 3:40 pm on a motion by Commissioner Steve Wakefield, Seconded by Carl Schaefer. Motion carried.