

Housing Authority of the Town of Vernon

Meeting location: 29 Windermere, Vernon, CT 06066, Community Room

REGULAR MEETING- January 8, 2026

Chairperson Sean Hadden called to order at 1:00 pm. Attendance upon roll call:

PRESENT: Chairperson Sean Hadden, Ronald M Levesque, Carl Schaefer and David Howey.
Staff: Wendy Ng, Shenoa Steves, and Maria DeMarco from DeMarco Management Corporation

ABSENT: Commissioner Steve Wakefield, Staff Nicole Nadeau,

Public Comment:

1. Windermere resident states that she wants ice melt for the walkway. Maintenance. Staff told her to ask the Facility Manager.
2. A Lady resident says thank you to all staff and the board in VHA.
3. M. Tobin, Court 3C, asked if he should call the Fire Department or not when he sees someone smoking in the unit.
4. I. Mills, FPE #14, continues to comment on updating the website.

Approval: Chairperson Sean Hadden asked for a motion of approve regular meeting minutes of December 11, 2025, and special meeting minutes December 19, 2025. Motion made by Commissioner David Howey. 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 and December 2025 budget vs actual. Chairperson Sean Hadden asked for a motion to accept the monthly financial report and bills paid. Motion made by Commissioner David Howey, Seconded by Commissioner Ronald M Levesque. All present voted for the approval of the motion. Motion carried.

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

- Approved the final Change Orders from Grove Renovation, expects completing the construction in Spring 2026
- Entry doors with glass panels to be installed by the end of January. New Way finding signage is be installed.
- Court Tower elevator and flooring projects are delayed due to ongoing elevator repairs.

Commissioner Report

- Tenant inquiries during the past month have been relatively light.

Tenant Commissioner was pleased with the Christmas Staff Party. Allowing staff to bring their guests truly helped transform the event into a genuine celebration.

Old Business:

2. Becker Place – fire incident on 7/13/25. The insurance provider gave two prices: repair and/or demolition. The board decides to table it again and obtain three repair prices from three Contractors.

New Business:

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

- Cha. 1 Overview of the Program and Plan
Chairperson Sean Hadden asked for a motion to approve Overview of the program and Plan as a document. Motion made by Commissioner Carl Schaefer. 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, and to add language line service for tenants who speak other languages. Motion made by Commissioner David Howey. Seconded by Commissioner Carl Schaefer. All present voted for the approval of the motion. Motion carried.
- Cha. 6A Income & Rent Determinations
Chairperson Sean Hadden asked for a motion to approve Income & rent Determinations 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. 8 Leasing and Inspections
Chairperson Sean Hadden asked for a motion to approve Leasing and Inspections 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. 9.A Reexaminations
Chairperson Sean Hadden asked for a motion to approve Reexaminations 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. 9.B Reexaminations under HOTMA 102/104
Chairperson Sean Hadden asked for a motion to approve Reexaminations under HOTMA 102/104 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. 10 Assistance Animals and Pets
Chairperson Sean Hadden asked for a motion to approve Assistance Animals and Pets as a

document, and to add that tenants are required to remove pet waste. Motion made by Commissioner David Howey to change 10-III B. interest payment standard. Seconded by Commissioner Carl Schaefer. All present voted for the approval of the motion. Motion carried.

- Cha. 11 Community Service
Chairperson Sean Hadden asked for a motion to approve Community Service 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. 12 Transfer Policy
Chairperson Sean Hadden asked for a motion to approve Transfer Policy 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. 13 Lease Terminations
Chairperson Sean Hadden asked for a motion to approve Lease Terminations 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. 14 Grievances and Appeals
Chairperson Sean Hadden asked for a motion to approve Grievances and Appeals 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. 15 Program Integrity
Chairperson Sean Hadden asked for a motion to approve Program Integrity 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. 16 Program Administration
Chairperson Sean Hadden asked for a motion to approve Program Administration 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

Public Housing Lease Agreement

Chairperson Sean Hadden asked for a motion to approve Public Housing Lease Agreement 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

Informational: NONE

Executive Session: NONE

The next meeting will be held on February 12, 2026, at Franklin Park West, Vernon, CT 06066, in the community room at 1:00 pm.

The January Regular Meeting was adjourned at 2:30 pm on a motion by Commissioner David Howey, Seconded by Ronald M Levesque. Motion carried.