

Housing Authority of the Town of Vernon

Meeting location: 55 Grove St. Vernon, CT 06066, Community Room

REGULAR MEETING- March 12, 2026

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

PRESENT: Chairperson Sean Hadden, Carl Shaffer, and David Howey.

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

Absent: Commissioner Ronald M Levesque and Steve Wakefield.

Public Comment:

1. Heidi Horsman, Grove #28, provided a signed petition that there should be a directory for parking on side parking lot on Cemetery Ave. A lot are not aware of where to park, and some are Spanish speaking, so you can't communicate where to park. Suggested the help of Boy Scouts or Eagle Scouts for this directory.
2. James Morlock, Grove #37, Asked if there was a policy change regarding who to call.
3. Sally Lentocho, Wind #1, Asked if there are generators for apartments when power goes out because she uses a CPAP machine.
4. Tenant made a complaint that snow was not removed from sidewalk at the time promised by robocall and disagreed with the lockout fee changes.
5. I. Mills, FPE #14, states Minutes and Agenda not shown on website in a timely manner. Tenant shares different opinion on 2024 annual report listed on the website.

Approval: Chairperson Sean Hadden asked for a motion of approve regular meeting minutes of January 8, 2026. Motion made by Commissioner Carl Shaffer. Seconded by Commissioner David Howey. 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 Carl Shaffer, 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

- Grove Court Renovation Project 99% complete.
- Court Towers flooring project has had its first set of relocations complete. Six residents were moved to other units within the building.

- Moving forward with our software conversion from HAB to PHA-Web.
- Continuing to obtain estimate from Comcast for Cable & Internet Services at Pitkat.
- Brought in Human Resource Consultant to address need revisions to personnel policies and position descriptions.
- Engaged a new audit firm, Edward E. Engberg, CPA, Whittlesey for Audit.

Commissioner Report

- Parking on and traffic through Cemetery Avenue has been difficult due to ongoing construction, tenant and neighboring blue house vehicles parked along road, funeral processions, and recent snowstorms. With snow melting and construction project nearing completion there should be less traffic. However, residents are asked to make their stop brief to avoid congestion.
- There is a slip-and-fall risk at Grove street's lower parking lot. The risk comes from snow melting during the day and freezing overnight creating very slippery conditions.
- Emergency vehicles are not able to fully utilize the fire lane at Grove street's lower parking lot due to snow storage limitations. Asking to explore economical ways to keep fire lane plowed more consistently to keep clear for emergency vehicles.
- A few tenants mentioned possible roof leaks at Franklin Park. The cause of the leaks is unknown, and it is being determined if they need repairs or if it's from excessive snow accumulation. Residents are asked to submit work orders to document and address these leaks before contractors leave the site.
- Confirmation from a Comcast representative provided that tenants should qualify for Comcast's lower-cost program because Internet & Cable services are under Vernon Housing Authority name and not the tenant.
- Cautioned against Frontier as Internet & Cable service provider because Frontier states that the infrastructure at Grove Street apartments makes them ineligible and the distance from the central hub would affect service quality.

Old Business:

- Becker Place – Verbal permission was given to repair and remodel Becker Place. No board resolution required because amount was less than \$250,000.

New Business:

Policy Additions Public Housing: Approval of Admin Plan for HCV and S8 Policy

- Cha. 8 NSPIRE
Chairperson Sean Hadden asked for a motion to approve NSPIRE as a document. Motion made by Commissioner David Howey. Seconded by Commissioner Carl Shaffer. All present voted for the approval of the motion. Motion carried.
- Cha. 9 General Leasing Policies
Chairperson Sean Hadden asked for a motion to approve General Leasing Policies as a document. Motion made by Commissioner David Howey. Seconded by Commissioner Carl Shaffer. All present voted for the approval of the motion. Motion carried.

- Cha. 10 Moving with Continued Assistance and Portability
Chairperson Sean Hadden asked for a motion to approve Moving with Continued Assistance and Portability as a document. Motion made by Commissioner David Howey. Seconded by Commissioner Carl Shaffer. All present voted for the approval of the motion. Motion carried.
- Cha. 11A Reexaminations
Chairperson Sean Hadden asked for a motion to approve Reexaminations as a document. Motion made by Commissioner David Howey. Seconded by Commissioner Carl Shaffer. All present voted for the approval of the motion. Motion carried.
- Cha. 11B Reexaminations under HOTMA
Chairperson Sean Hadden asked for a motion to approve Reexaminations under HOTMA as a document. Motion made by Commissioner David Howey. Seconded by Commissioner Carl Shaffer. All present voted for the approval of the motion. Motion carried

Informational: NONE

Executive Session: NONE

The next meeting will be held on April 9, 2026, at 80 Franklin St. Vernon, CT 06066 in Community Room at 1:00 pm.

The February Regular Meeting was adjourned at 1:50 pm on a motion by Commissioner David Howey, Seconded by Carl Shaffer. Motion carried.