

REGULAR MEETING – July 09, 2020

Chairperson Karen Roy-Guglielmi called the combined July/August Regular Meeting of the Housing Authority to order at 1:03 pm. Attendance upon roll call:

PRESENT: Chairperson Karen Roy-Guglielmi, Vice-Chairperson Glenn Tarro, Commissioners Judy Hany, Susan Bannon, Ellen Eybel (arrived at 1:08 pm), Executive Director Betsy Soto and Finance Manager Wendy Ng, Facility Manager Michael Patrick, Housing Programs Manager Michael Gentile Jr., Attorney Michael Wrona, Resident at Franklin Park East Ian Mills

ABSENT: None

PUBLIC COMMENT: Ian Mills-resident at Franklin Park East requested updated election information on the tenant commissioner's position. He also suggested the board meeting schedule should be post on the Vernon Housing Authority's website 3 weeks in advance.

Commissioner Judy Hany made a motion to amended July agenda by adding commissioner self-introduction since 2 new commissioners were attending the meeting for the first time. Vice-Chairperson Glenn Tarro seconded the vote. All present voted for the approval of the motion. Motion carried.

INTRODUCTIONS: Commissioners took turns introducing themselves as a courtesy to the new board members.

MINUTES: A motion was made by Glenn Tarro to adopt the minutes of the June 2020 Regular Meeting as offered. Judy Hany seconded. All present voted for the approval of the motion. Motion carried.

BILLS: After review and discussion of the invoices paid, Judy Hany made a motion to approve the payments. Glenn Tarro seconded the motion. All present voted for the approval of the motion. Motion carried. The checks approved were: Revolving #67266-67311; Federal #24759-24789; Franklin Park East #1591-1594; Windermere Court #1722-1723; State #15152-15154; Congregate #12599-12612; HCV#52332 and Local #3307-3308. The Housing Authority's credit card invoice was reviewed and approved along with the bills.

Cash Report: The Cash Balances were reviewed with the Board of Commissioners.

Occupancy Report: The Occupancy report was reviewed with the Board of Commissioners.

EXECUTIVE DIRECTOR'S REPORT: Presented by Ms. Betsy R. Soto
Francis Pitkat Congregate Living Center Renovations: Renovations are moving along at the Pitkat, construction is 100% complete. There is an update on the notification received from CHFA stating that we may not be able to use all of our construction contingency funds on the project and that it may have to be used to pay back the pre-development loan that they previously said we did not have to repay. Department of Housing has informed me that it's their intent to convert the loan to a grant, and an official notification will be forthcoming. Since then a letter was received from Department Housing stating that the loan had to be paid back. After reaching out to our field officer, I was informed not to take further actions. Project is now ready for closing with CHFA. Due to the Covid-19 pandemic everything continues to be on hold to further notice.

Local Section 8: The department ended June with 317 vouchers 1 up from the previous month. The department is working towards assuring accuracy, getting full participation from clients to maximize the number of participants on the program.

State of Connecticut DOH-Housing Choice Voucher and Rental Assistance Programs: The Department finished June with 1,151 vouchers and RAP state certificates, 2 down from the previous month. The program continuous to work towards regaining a combination of 40 HCV and RAP certificates it has lost in the last year. To date 17 HCV and RAP certificates have been regained. In addition to assuring accuracy in both programs and getting full participation from clients.

Becker Place: Architectural and Engineering walk through pre-proposal accepted on April 12th. Walk through and scope review completed on 5/29/2019. Scope review to be determined and work schedule to be determined. The design drawings phase has begun, in progress and to be continued until final drawings are approved. Next the cost of scope of work to be done and an Environmental Review Report (ERR) both in the beginning stages of process. Meeting was held onsite on 1/6/2020 to discuss designs with SHPO. SHPO scope of work was approved on 1/30/2020. VHA-request to HUD to rescind the request to demolition in 2015 was approved on 1/16/2020. Becker Place will no longer be demolished and its now in the process of rehabilitation. Environmental Review is now complete.

Windermere Camera Project: A camera design professional has been hired to work on this project. A walk through of the property has been conducted. Camera designs have begun and its final design to be determined. Drawings have been finalized and bid opening was conducted on 11/6/19. Due to only receiving one bid, the bid was rejected. New Bid re-advertising and re-opening dates to be selected. Second bid opening was held on January 31, 2020 and the lower bidder Intellibeam, LLC was awarded the contract. Contracts signed on April 10, 2020. Currently on hold awaiting Windermere Exterior Site Improvement Project.

Windermere Exterior Site Improvement Project: Walk through of the property has been conducted and Proposals accepted. Architect has been selected and contracts signed. The design drawings phase has begun, in progress and to be continued until final drawings are approved. Town of Vernon has approved minor parking modification. Pre-bid walkthrough was conducted on 3/30/2020. Bid opening was held April 16,

2020. 2 out of 4 were incomplete and bids were over budget. All bids were rejected. Drawings in the process of being reviewed. Second Bid opening was conducted on June 4, 2020. Contract approval pending.

OLD BUSINESS: none

NEW BUSINESS: Windermere Exterior & Site Improvement Project –Three Bid proposals were received on June 4, 2020 at 3pm. After reviewing prices and specifications of each proposal it was determined that the lowest responsible and most cost-effective contractor was BRD Builders. After some discussion, a motion was made by Vice-Chairperson Glenn Tarro to approve and award BRD Builders the contract. The motion was seconded by Judy Hany. All present voted for the approval of the motion. Motion carried.

INFORMATIONAL: NOTICE OPRHA-20-013-RESIDENTS OF STATE OF CONNECTICUT CONGREGATE FACILITIES-COVID-19 MASS TESTING to be conducted on 7/14/2020 by a Federally Qualified Health Center specifically designated to the Francis J. Pitkat Congregate Facility. For health and safety reasons, testing will be conducted directly outside the resident's unit.

COMMISSIONER LIST-Updated copy provided to all commissioners.

TENANT ELECTION TIMELINE- Provided Board of Commissioners a schedule (timetable) of action completed as occurred from the initial commence date until present. Including Voting notice and documents mailed out to all residents in public housing, HCV participants, and Congregate residents. The election ballot counting will be conducted on August 3, 2020 by 3rd party The League of Woman's Voter's.

EXECUTIVE SESSION: none

The next meeting will be the September Regular Meeting which will be held in the Community Room, September 10, 2020 located at 21 Court Street, Vernon, CT 06066 at 1:00 pm.

Glenn Tarro made a motion to adjourn the meeting at 2:16 pm. The motion was seconded by Susan Bannon. All present voted for the approval of the motion. Motion carried.

Respectfully Submitted,

Betsy R. Soto
Executive Director