

REGULAR MEETING – March 12, 2020

Chairperson Karen Roy-Guglielmi called the March Regular Meeting of the Housing Authority to order at 1:00 pm. Attendance upon roll call:

PRESENT: Chairperson Karen Roy-Guglielmi, Vice-Chairperson Glenn Tarro, Commissioners-Peter Olson, Executive Director Betsy Soto, and Wendy Ng.

ABSENT: Commissioner – Judy Hany

PUBLIC COMMENT: Kathryn Millis, Grove Court resident commented on resident behavior towards her. She was informed that the housing authority has addressed her complaints and will continue to address them. All commissioner asked her if had filed a report with the police department and she stated she had not. Commissioners recommended she follow through with the police.

MINUTES: On a motion made by Commissioner Peter Olson to adopt the minutes of the February 2020 Regular Meeting were approved as read. Commissioner Glenn Tarro seconded with the vote being 2 ayes. Motion carries.

BILLS: After review and discussion of the invoices paid, Commissioner Glenn Tarro made a motion to approve the payments. Commissioner Peter Olson seconded the motion with the vote being 2 ayes. Motion carries. The checks approved were: Revolving #67076-67127; Federal #24660-24679; Franklin Park East #1570-1700; Windermere Court #1701-1703; State #15126-15130; Congregate #12504-12528; Voucher #51894-51895; and Local #3296-3298. Motion carries. The Housing Authority's credit card invoice was reviewed and approved.

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 Soto
Francis Pitkat Congregate Living Center Renovations: Renovations are moving along at the Pitkat, construction is 99% 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. We are still on hold and will wait for the final decision. After inspection they were misinformation on the signage on a few signs and missing signage. Corrected signage and missing signage reordered. There are minor items to be addressed prior to closing of project.

State of Connecticut DOH-Housing Choice Voucher and Rental Assistance Programs: The Department finished January with 1,137 vouchers and RAP certificates 2 down from last month. The program is currently working towards regaining a combination of 37 HCV and RAP certificates it has lost in the last year. In addition to assuring accuracy in both programs and getting full participation from clients.

Local Section 8: The department ended February with 315 vouchers 1 up from last month. The section 8 program is currently working towards continuing to grow the program numbers to maximize the number of participants on the program.

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.

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. Bid opening held on 1/31/2020. Contract signing scheduled for April 3, 2020.

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. Bid advertisements and opening dates to be determined.

OLD BUSINESS: None

NEW BUSINESS: None

INFORMATIONAL: Letter to the Town of Vernon – classify commissioner term in typo from letter dated Feb.9, 2017. New volunteer Commissioner for Mayor to appoint.

NAHRO- Invitation to serve on the Emerging Leaders Subcommittee- Executive Director, Betsy Soto to serve as member of Member Service Subcommittee on Emerging Leader appointed by National Association of Housing and Redevelopment Officials

2020 NAHRO Annual Conference – will be March 29-31 Washington DC

EXECUTIVE SESSION: At 2:18 pm, Commissioner Glen Tarro made a motion to go into Executive Session to discuss DOL results, which was seconded by Commissioner Peter Olson, vote being 2 ayes. Executive Director Betsy Soto and Finance Manager were invited to stay.

At 2:29 pm, end of session.

The next meeting will be the April Regular Meeting which will be held on April 9, 2020 at 21 Court St. at 1:00 pm.

The March meeting was adjourned at 2:30 p.m. on a motion by Commissioner Peter Olson; seconded by Commissioner Glenn Tarro with all voting in favor. Motion carries.

Betsy R. Soto, Executive Director