

## **Housing Authority of the Town of Vernon**

Meeting location: Grove Street, Vernon CT 06066 Community Room 1PM

REGULAR MEETING- March 13, 2025

Chairperson Sean Hadden called to order at 1:05 pm. Attendance upon roll call:

PRESENT: Chairperson Sean Hadden, Commissioners Steve Wakefield, Carl Schaefer and David Howey (remote), Wendy Ng, Nicole Nadeau, Shenoa Steves and Maria DeMarco from DeMarco Management Corporation.

ABSENT: None

Public Comment:

I. Mills, 14 FPE resident, compliment the work for Maintenance employees. Smoking Policy enclosed with recertification package

Chairperson Sean Hadden asked for a motion to approve regular meeting minutes on February 12, 2025. Motion made by Commissioner Carl Schaefer. Seconded by Commissioner Steve Wakefield. Motion carried.

Department Head Reports:

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

Wendy Ng Finance Manager gave monthly financial report and February 2025 budget vs actual.

Chairperson Sean Hadden asked for a motion to accept the monthly financial report and bills paid. Motion made by Commissioner Carl Schaefer, Seconded by Commissioner David Howey. Motion carried.

Interim Director of DeMarco Management gave the reports.

- Need board approval for emergency stairs and retaining wall repairs at 10 -1/2 Highland. Maintenance Superior presented pictures showing the damage. After some discussion, Motion made by Commissioner Carl Schaefer, Seconded by Commissioner Steve Wakefield. Motion carried.

Old Business:

Maria DeMarco updated the board for two old businesses.

- Logo & Web Design – Maria DeMarco with meet proposed Vendor on March 18, 2025 to discuss the details.
- RFP -Eviction Attorney – Still in process for RFP

New Business:

- Personnel Policies (Training, Performance, Salary, Pay Period) -postpone
- Draft report from HUD Compliance Review – VHA received draft report. Zoom meeting scheduled for 3/18/25 with HUD to go over their finds. Then VHA will send a response letter, action plan.
- Invited Ian Mills and David Howey to establish a committee to work on Resident Engagement & Events. Maria DeMarco will follow up.
- Closed Non-Profit Development Corp. and Establish New Non-Profit Organization  
Maria DeMarco will work with housing attorney, Michael Rona.

Informational: None

Executive Session: None

The next meeting will be held on April 10, 2025, at Congregate, 80 Franklin Street, Vernon, CT 06066, Craft and Art room at 1:00 pm.

The March Regular Meeting was adjourned at 2:00 pm on a motion Commissioner, Carl Schaefer, Seconded by Commissioner Steve Wakefield. Motion carried.