

Minutes of the meeting of the Board of Commissioners of the Hamden Housing Authority held on September 10, 2020 via ZOOM. The meeting was called to order at 12:15 p.m. by Chairwoman Mary DeSarbo.

ROLL CALL: Commissioner Mary DeSarbo
Commissioner, Marvin Michalsen
Commissioner, Philip Goldblatt
Commissioner, John Cabral, Jr.
Commissioner Robin LaFrance
Executive Director, Hazelann Cook
Deputy Director, Denise DeMaio
Finance Director, Beth Brooks
Maintenance Supervisor, Gabe Dadio

ABSENT: None

PUBLIC OPINION: None

APPROVAL OF PREVIOUS MINUTES: Mrs. Cook reported that until further notice all Board meetings (October, November and December) will be held via ZOOM.

EXECUTIVE DIRECTOR'S REPORT:

Congregate Grant – Mrs. Cook reported she has spoken with Steve Ball regarding grant money available to renovate Congregate but nothing is available at this time due to the current economic situation and COVID-19. He suggested that we might be able to apply for an emergency grant to get the windows done, and she will keep the Board posted

Coronavirus Update – Mrs. Cook reported that we continue to follow all COVID-19 guidelines set forth by the CDC. Housing Authority offices remain closed to the public and the staff is alternating working remotely and in the office on a staggered schedule. Until further notice, every morning Maintenance cleans all surfaces in the offices, laundry, bathrooms, and common areas. This same protocol is being carried out through all the villages. Mrs. Cook will provide more detailed information at the assisted living facility during the Congregate update.

The Housing Authority continues to care for the residents. All residents receive a telephone call once a week from the staff members checking on them to see if they are well and if they need anything. The HA has provided them with, boxed chocolates in June, care packages in July, sent an ice cream truck to each village in August, and will do so again in September. A monthly newsletter with tips on staying healthy, recipes and word searches has been developed and written by the staff and distributed to each resident.

HHA also partnered with the Hamden Food Bank and residents received grocery deliveries two times each month in June, July and August.

Looking forward, residents will receive a healthy care package in October with masks, hand soap, and hand sanitizers, a Thanksgiving theme type of goodie will be distributed in November and in December they will all receive Holiday care bags.

HHA also continues to send notices reminding residents of ways to stay safe and healthy, distributes masks periodically, and encourages them to practice social distancing.

Phone System/E-Mail/Security Camera Upgrades – Denise DeMaio reported that the phone system has been successfully installed and we are in the process of transferring the e-mails to IMC. The remaining step is to have the security camera system installed.

IN-HOUSE TREASURER’S REPORT:

Beth Brooks, Finance Director, reported that HHA has been doing well and has received some funds due to COVID-19 for Congregate from last year’s budget. All the budgets have been approved along with all the rent increases. She informed the Board that next month she will have the monthly bills from September for their review. She also discussed that HHA has opted not to participate in the Social Security payroll tax deferral program of withholding 7.65% from employees pay from September 1 through December 31, 2020, then recapturing it along with the regular percentage deduction starting January 1, 2021.

CORRESPONDENCE: None.

OLD BUSINESS

Washer & Dryer Report – No report.

Congregate Housing & Assisted Living Update – Mrs. Cook reported that meals in the Dining Room at Congregate have resumed on a staggered schedule. There are two sittings and the tables and chairs are sanitized in between each one. Both she and Beth Brooks video conference every Wednesday with the State of CT DOH regarding the state’s Congregate facilities.

The current conversation is developing a plan to allow indoor visitation. Presently, residents can have visitors outside but when the colder weather arrives, an indoor plan will need to be instituted. Suggestions include set visiting hours, limiting the number of visitors, and limiting the amount of time for visitors to be in the building. This would be in addition to the usual practices of temperature taking upon entering the building, mandatory masks, and the use of hand sanitizer.

Centerville Village, Hamden Village & Mt. Carmel Village Updates – Mrs. Cook reported that we have started showing vacant apartments, using the correct protocols, and that the vacancies are being filled.

Affordable Housing Update – Mrs. Cook reported that a current resident of Centerville will be transferred to the vacant affordable unit because she has just obtained custody of her nephew.

Section 8 Update – Denise DeMaio discussed the HUD 5-Year Plan with the Board members and reviewed the upcoming goals and objectives.

A motion was made by Commissioner Michalsen and seconded by Commissioner Cabral, Jr. to accept the Hamden Housing Authority’s 5-Year Plan. **Motion carried. RESOLUTION ATTACHED.**

Maintenance Update – Gabe Dadio reported on the damages to the HHA’s properties due to the recent tropical storm on August 5th and the tornado on August 27th. One building at Hamden Village needs roof repair due to tree damage, and the roofing company has us on the schedule for next week. During the tornado, a large tree fell on a building at Centerville Village, but very little damage was incurred. Throughout all the villages there was significant damage to trees with large amounts of branches and leaves that had to be removed.

Maintenance Update Continued

Gabe also reported there was power surge during the tornado which caused damage to five of the air-handler units at Mt. Carmel. The costs to replace the units should be covered by insurance.

NEW BUSINESS: HUD 5-Year Plan (see Section 8 Update).

EXECUTIVE SESSION

At 1:02 p.m. Commissioner Goldblatt made a motion to move into Executive Session; seconded by Commissioner Cabral, Jr. **Motion carried.**

Tenant matters were discussed.

At 1:11 p.m. Commissioner Cabral Jr. made a motion to move out of Executive Session; seconded by Commissioner Goldblatt. **Motion carried.**

ADJOURNMENT

A motion was made by Commissioner Goldblatt and seconded by Commissioner Cabral, Jr. to adjourn the meeting. **Motion carried.** The meeting was adjourned at 1:15 p.m.

Respectfully submitted,

Robin LaFrance, Secretary
9/10/2020

RESOLUTION 2020-09

Be it resolved, on a motion made by Commissioner Michalsen, and seconded by Commissioner Cabral; the Hamden Housing Authority does hereby approve the Hamden Housing Authority's 5-Year HUD PHA Plan.

Chairman DeSarbo, upon calling for a roll call, the "Ayes" and "Nays" are as follows:

AYES

NAYS

ABSENT

Commissioner Michalsen
Commissioner Goldblatt
Commissioner Cabral, Jr.
Commissioner LaFrance

Respectfully submitted,

Robin LaFrance, Secretary

9/10/2020