

**Stonington Housing Authority
Board Meeting Minutes
September 14, 2023
FINAL**

Call To Order:

Meeting called to order at 4:31 pm

Roll Call: Those in attendance were: Chair, Kate Careb, Vice Chair Julie Savin, Executive Commissioner Kevin Beverly, Commissioner Beth Leamon and Resident Commissioner Kathleen Wahl. Executive Director Marcia Sullivan and Property and Services Manager Laura Davies were also in attendance.

New Resident Commissioner:

Chair Kate Careb welcomed new Resident Commissioner Kathy Wahl. Commissioner Wahl spoke briefly about her intention to serve as a liaison between the residents and the Board.

Approval of Minutes:

Commissioner Leamon made a motion to approve the minutes of the July 13 meeting, seconded by Commissioner Beverly and approved by Commissioners Leamon, Beverly and Careb. Commissioner Savin abstained because she did not attend the meeting and Commissioner Wahl had not been appointed in July.

Treasurer's report:

Commissioner Savin read the treasurers report. Liberty Bank Security Deposit \$22,227.14, Berkshire Bank Business Checking \$76,172.20, Berkshire Bank Money Market \$189,690.12, Berkshire Bank CD \$9,793.53, Westerly Community Credit Union \$154,237.72, Westerly Credit Union Savings \$7.05.

Budget Proposal FY 2024

Executive Director Sullivan requested the budget proposal be next on the agenda because it needs to be submitted to CHFA and Commissioner Savin needed to leave meeting early. The proposed budget was developed considering actual revenue and expenditures for FY 2022 and the first two quarters of 2023. The proposal includes a 2024 revenue projection of \$430,942 and projected expenses of \$374,251. Commissioners made the following amendments:

Commissioner Savin requested an increase to the vacancy allowance to \$8,000.00 (approximately 2% of rental revenue.)

Bad debt amount. Commissioner Savin wants an amount in the budget. Marcia explained we had no bad debt in 2022 and have not accrued any in 2023. It was agreed to add \$2,000.

Commissioner Leamon asked if salary increases or bonuses were added to the salaries line item. Salary line items to be adjusted to reflect 2024 increases.

Commissioners Leamon and Savin questioned the increase in accounting bookkeeping costs. Marcia Sullivan explained the SHA entered into a contract with Fenton and Ewald CPA and the

time of the change from Excel bookkeeping to integrated bookkeeping, accounting and management via PHA Web. They handle quarterly submittals to CHFA, closeout, and working with the auditor. The accountant was not contacted to start until October 2022. Previously, one of the two office staff did all the bookkeeping. With the 100% turnover in admin staff, Marcia Sullivan talked to the Chair about reclassifying the position to Property and Services Manager and retaining a contracted bookkeeper. The bookkeeper comes in twice a month, usually 6-8 hours total. The Property and Services Manager handles all resident issues and has initiated multiple new onsite services and activities. The Chair noted that the salary cost for the 2022 hires is lower than that for the two employees who left in 2022.

Commissioner Leamon asked if we have an audit expense every year. Marcia explained it is every two years and the audit that was just completed was the 2020/2021 audit. The auditor was paid in 2023 because that is when it was completed. The 2022/2023 audit will be done at the beginning of 2024.

Commissioner Savin asked what line item mini split replacements would be charged to. Marcia explained it would go in Capital Improvements.

Marcia stated that she is limiting the number of expenses classified as miscellaneous in budget and will be appropriate re-classifying 2022 items prior to the audit.

Commissioner Savin questioned the increase in property and liability insurance. Marcia Sullivan provided the 2 year premium cost comparison: \$13,640 v. \$16,823. Commissioner Leamon asked if we could get another estimate and Marcia will investigate, but did note that public housing authorities often don't have options more affordable than the provider we use – HAI (Housing Authority Insurance).

Motion was made by Commissioner Savin to approve budget as amended. Commissioner Leamon seconded and the motion was approved by the five Commissioners present.

Executive Directors Report:

CHFA conducted an inspection of the property on September 6, 2023 and reviewed administrative policies. There were no findings and no corrective actions required.

There was a list of technical review items for HTCC grant application. Our score was adjusted up by two points. They have made no funding announcements, but scored us at a 79. Commissioner Savin commented that was a good score.

Marcia is starting to assemble items for the 2022-2023 audit.

The workers compensation audit was completed. No findings or corrective action.

Submitting a funding application to the Chamber of Commerce that includes volunteer opportunities for their members. The plan is to propose some field trips for the residents and use volunteers to assist residents with mobility impairments.

December holiday meal is December 20th. Lunch will be served and residents will have the choice to eat in or take home. We have several other events planned for the month of December.

Marcia stated that we will go ahead with enclosures for dumpsters. The new estimate without concrete pads came in at \$5,000.

Resident Commissioner Report:

Kathaleen Wahl stated what she sees her role as Resident Commissioner. She plans on having tenant meetings before every board meeting. Monthly activities and events will be shared with board members through our monthly newsletter and calendar. These items will be included in the board member packets sent before meetings. Commissioner Careb asked that we also send a copy of newsletter to the town as they might want to include items in their own newsletter.

Public Comment: Resident Joan Driscoll appreciated having dumpsters enclosed. She also stated that she would like something done about soundproofing between walls in apartments.

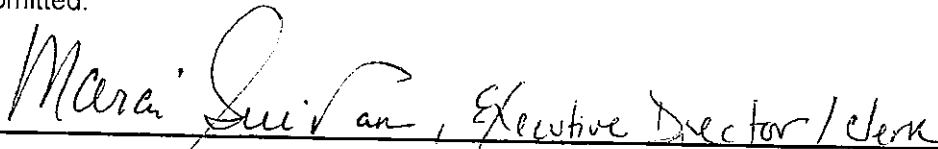
New Business:

None introduced

Adjourn

A motion to adjourn meeting was made by Commissioner Beverly and seconded by Commissioner Leamon. Meeting adjourned at 5.17 pm.

Respectfully submitted:

 Marcia Sullivan, Executive Director / Clerk

Marcia Sullivan, Executive Director

11/09/2023