

**Stonington Housing Authority  
Zoom Online Special Meeting  
January 27, 2022  
Final Minutes**

**CALL TO ORDER:**

Chair Kate Careb called the special meeting of the Stonington Housing Authority to order at 4:34 p.m.

**ROLL CALL:**

Those in attendance were Chair Kate Careb, Vice-Chair Julie Savin, Commissioner Beth Leamon, Commissioner Kevin Beverly, Resident Commissioner Debbie Lee, Executive Director Phylcia Adams, and Becky Champlin.

**MINUTES:**

A motion was made by Commissioner Beverly and seconded by Vice-Chair Savin to approve the Annual & Special Meeting minutes of November 9, 2021. Motion passed 5-0-0. A motion was made by Resident Commissioner Lee and seconded by Commissioner Beverly to approve the Special Meeting Minutes of November 17, 2021. Motion passed 5-0-0.

**READING OF THE TREASURER'S REPORT:**

Commissioner Leamon presented the Treasurer's report as of December 31, 2021, showing a balance of \$45,200.88 in the Berkshire Bank checking account; for a total cash operations of \$45,200.88. A total of \$341,192.07 for savings and investments and \$85.82 in petty cash. The total of all savings and checking assets is \$386,478.77.

**BILLS AND COMMUNICATIONS: None**

**MAINTENANCE AND ASSET MANAGEMENT REPORT:**

- Apts. 3-1 & 2-3 prepared for new move-ins.
- Installed solar lighting on EKR entrance sign.
- Put up exterior holiday lighting and helped with CR holiday setup.
- Sanitized the CR daily.
- Managed two snow events.
- Facilitated HUD/Section 8 inspection for apt. 9-3.
- Upcoming projects for January: Prepare apartment 5-2 for move-in. Remove holiday lighting. Remain on standby for snow events.

## **REPORT OF THE EXECUTIVE DIRECTOR:**

### *Operations:*

1. All community room activities are on hold again due to COVID.
2. We received a donation of facemasks (medical and n95) from the Eastern CT Coordinated Access Network. We continuously have facemasks at the entrance of the community room for anyone that needs a mask.
3. A new Resident Service Coordinator will begin in January. She is part-time (10 hours/week) and will work both in the office and from home.
4. The waiting list will open in accordance with our marketing plan on February 1, 2022 and will close on March 5, 2022.

### *Financial:*

1. SHA closed out 2021 with positive cash flow. The rental income for 2021 was about 3% more than budgeted, but the utilities were nearly 10% more than budgeted. That difference was due to an increase in the sewage rate. Interest from savings and investments were also less than budgeted by about \$1,100.
2. In December I met with a financial advisor from UBS to discuss low-risk investment options such as mutual funds. At this time, much of our savings are in CDs, but once they mature, mutual funds may be a better option for higher-yield investment returns.
3. As of January 1, we have 1 vacancy because a tenant passed away. Another tenant has submitted a notice to vacate and will move to a nursing home.

### *Maintenance:*

1. In 2021 the total spent on maintenance and capital replacement items was \$56,956. (2020 = \$52,450). The trend is about a \$4,000 increase in maintenance expenses (not including salaries) each year. The number of work orders increased from 2020 (162) to 2021 (170), which is typical.
2. In 2022, there is much to accomplish regarding maintenance. We'll get an updated capital needs assessment and schedule a third-party company to complete the annual inspections.
3. The major maintenance goal of the year is to address the stormwater drainage issues through pond remediation and landscaping.

## **REPORT OF THE RESIDENT COMMISSIONER:**

Bread day is every Wednesday. The bread arrives at approximately 8:30am.

Bingo is on every Tuesday at 10:30am.

Chair Exercise is on every Thursday at 11:00am.

Scrabble is on every Saturday at 11:00am.

November 21 Pawcatuck Neighborhood Center delivered Thanksgiving meal baskets to residents.

November 23 Human Services in partnership with Stonington High School delivered Holiday Fruit Baskets to 10 residents.

December 1 Residents decorated the indoor tree and Community Room. Residents made Hot Chocolate Mug gifts to give the Girl Scouts. Christmas music was played and refreshments were served.

December 3 Residents had their Holiday party. A grab & go lunch from Ivy's Simply Homemade was provided by EKR.

December 6 Stonington High School Carolers sang while residents decorated the outdoor tree.

December 11 The local Girl Scout Troop sang carols for the residents. Hot Chocolate Mug gifts were given to the Girl Scouts.

December 17 Human Services in partnership with Stonington High School delivered Holiday Centerpieces to 10 residents.

December 19 Pawcatuck Neighborhood Center delivered Christmas meal baskets to residents.

#### November Events

- Bingo on Tuesday (Weekly at 10:30am)
- Chair Exercise on Thursday (Weekly at 11:00am)
- Scrabble (Weekly on Saturday at 11:00am)
- 11/19/21 SHA Holiday Grab & Go Menu Selection Deadline
- 11/21/21 PNC Thanksgiving Basket Delivery Day

#### December Events

- Bingo on Tuesday (Weekly at 10:30am)
- Chair Exercise on Thursday (Weekly at 11:00am)
- Scrabble (Weekly on Saturday at 11:00am)
- 12/1/21 Decorate Community Room & Tree
- 12/3/21 Holiday Party Grab & Go
- 12/6/21 Decorate Outdoor Tree/Stonington High School Carolers
- 12/11/21 Girl Scouts (Sing Carols)
- 12/19/21 PNC Christmas Meal Basket Delivery Day

#### OLD BUSINESS:

- Base Rent Increase: This was discussed and voted on during Public Comment Period.
- Tenant Charges Discussion Follow-Up: ED Adams stated the Tenant Charges Policy is outlined in the Lease Agreement & the Resident Handbook. A tenant move-in checklist has been implemented upon the Board's recommendation at the previous Board Meeting. It is now in use upon new residents moving in. An informational document regarding Renters' Insurance has also been drafted and will be distributed to all residents at recertification and new move-ins going forward.

ED Adams also gave an update on Covid. She stated we have scaled back on resident activities.

Masks are available in the Community Room if needed. She also stated we have N95 masks available

as well as test kits. Resident Commissioner Lee and Resident Service Coordinator Laura Davies ordered test kits for all residents through the free government program.

**NEW BUSINESS:** ED Adams stated there was no New Business at this time.

**PUBLIC COMMENT:**

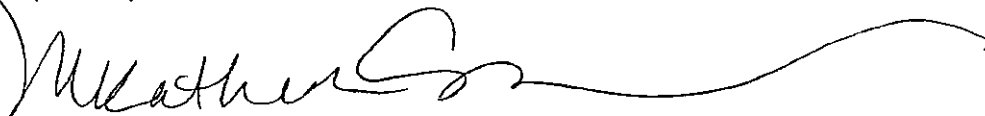
Chair Careb asked if there were any comments from the community or the Board regarding the base rent increase. There were no comments. ED Adams made a motion to increase each of the base rent levels. The base rent of \$263 will increase to \$270. The base rent of \$315 will increase to \$324. The base rent of \$473 will increase to \$487. The base rent of \$683 will increase to \$697. A motion to approve the base rent increases across the board was made by Resident Commissioner Lee and seconded by Commissioner Beverly. Motion passed 5-0-0.

Resident Commissioner Lee asked ED Adam, on behalf of another person, if it was too late to apply for Section 8 Housing. ED Adams explained that different waitlists become available at different times. She stated when she receives the notification of an opening somewhere she typically posts it on the bulletin board in the CR.

Commissioner Beverly asked when the base rent increases will go into effect. ED Adams replied on May 1, 2022.

**ADJOURNMENT:** A motion was made by Chair Careb and seconded by Commissioner Beverly to adjourn the meeting at 4:58 p.m. Motion passed 5 -0-0.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Kate Careb', with a long, sweeping horizontal line extending to the right.

Kate Careb, Board Chair