

Stonington Housing Authority
Edythe K. Richmond Homes Community Building
Regular Meeting
September 12, 2019
Minutes

CALL TO ORDER:

Commissioner Kevin Beverly called the regular meeting of the Stonington Housing Authority to order at 4:34 p.m.

ROLL CALL:

Those in attendance were Commissioner Kevin Beverly, Resident Commissioner Debora Lee, Executive Director Phylicia Adams, and Becky Champlin. Commissioner Beth Leamon was present via telephone until her arrival at 4:46 p.m. Chair Julie Savin and Vice Chair Kate Careb were absent.

MINUTES:

A motion was made by Resident Commissioner Lee and seconded by Commissioner Beverly to approve the minutes of July 11, 2019 regular meeting. Motion passed 3-0-0.

READING OF THE TREASURER'S REPORT:

Phylicia Adams presented the Treasurer's report as of August 31, 2019, showing a balance of \$23,079.97 in the Savings Institute checking account; \$3,322.23 in the Savings Institute Pet account; for a total in all Savings Institute accounts of \$26,402.20. A total of \$303,026.97 for savings and investments and \$98.11 in petty cash. The total of all savings and checking assets is \$329,527.28.

BILLS AND COMMUNICATIONS: None

MAINTENANCE AND ASSET MANAGEMENT REPORT:

- Four trees removed from property.
 - Extensive ongoing landscaping/grounds work.
 - Completed apartment 2-4 turnover.
 - Worked grill for Labor Day luncheon.
 - Completed handicap parking graphics on lower parking areas.
 - Upcoming projects for September: Handicap parking graphics upgrade (upper parking lot), roof staining treatment, LG filter cleaning.
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REPORT OF THE EXECUTIVE DIRECTOR:

Operations:

1. One new tenant moved in. Becky used this opportunity to show the vacant unit to waitlist applicants who had not seen an apartment.

Financial:

1. Tenant Security Deposit account opened at Liberty Bank. There are currently 9 tenants who have paid into the security deposit account. All new tenants and existing tenants who transfer units are required to pay a security deposit equal to 1 month's rent.
2. Requested an extension from our asset manager at CHFA to submit the 2020 budget by November 15. Extension request was approved. This gives us time to create a draft budget in October based off of 9 months of 2019 income & expenses.
3. The 2020 budget will include the additional expense of a part-time resident service coordinator.

Maintenance:

1. Removed dead trees and limbs from the property.
2. Currently coordinating with Eversource for the Heat Pump Replacement Project. The goal of the project is to replace existing mini-split heat pumps with ones that are more energy-efficient. Eversource would like to offer a financial incentive to install an automatic control sensor that would cause the thermostat to automatically switch from the heat pump to the baseboard heat when the outside temperature is too low to allow the heat pump to warm the home efficiently.

Resident Engagement:

1. Volunteer Laura Davies and her son, Aiden came to EKR to host Bingo in the community. Residents won prizes and Laura will return in September.
2. Resident volunteers hosted a successful Labor Day picnic in the community room. Thank you to all who helped to organize the event and clean up.
3. The holiday party is quickly approaching. I've started searching for a caterer for the event. Last year over 50 people attended and we expect similar attendance, if not more, this year.

REPORT OF THE RESIDENT COMMISSIONER:

On August 8 residents elected a new Tenant Commissioner, Debora Lee. There were 46 residents who voted in this election.

Resident birthdays were celebrated on August 15. Four people attended to celebrate August birthdays.

We had a bake off on August 20. Three residents baked for the event, Joan Driscoll, Irene Moore and Debbie Lee. There were 9 residents who attended the bake off. Joan Driscoll won 1st place for her delicious blueberry pie. Bakers were awarded prizes for participating.

On August 29 we had our annual Labor Day Picnic. There were 28 residents at this year's picnic. Everything was delicious as always. I want to thank Sheila Reed, Megan Falcone and Ruth Nolder and the staff for helping with the picnic.

Mary Goff won August Yard of the Month. Congratulations Mary.

We are having a meeting on Monday, September 16 at 11:00 am to discuss future activities. Please come with your suggestions.

August Events

- 8/08/19 Resident Commissioner Election
- 8/15/19 Resident August Birthdays
- 8/20/19 Bake-Off
- 8/29/19 Labor Day Picnic
- 8/30/19 Yard of the Month

September Events

- 9/10/19 Bingo
- 9/16/19 Activity Meeting with D. Lee
- 9/19/19 Resident September Birthdays

OLD BUSINESS:

- Smoke-Free Housing Lease Addendum: ED Adams stated our original smoke free housing policy needed to be revised because we added two designated smoking areas to the property. She stated that she updated the policy, sent it to the Board and to the SHA's attorney to review. Commissioner Beverly made a motion to accept the revised Smoke-Free Housing Policy Lease Addendum. Resident Commissioner Lee seconded the motion. Motion passed 3-0-0.

NEW BUSINESS:

- Stonington School Administrative Building: ED Adams stated the Stonington Facilities Committee came to us and said they have land that is going to be available. They wanted to know how we would use it if we could get it. ED Adams said working with the Greater Stonington Realty Corporation, Bill Geary, put together a proposal on how we would use the land. The proposal included not doing anything with the school building, but allowing the town to utilize that building however they see fit. She said we would use the land around the building, about 5 acres, to develop additional senior affordable housing. ED Adams stated she spoke with Leanne Theodore of Stonington Human Services and they would be interested in utilizing the school building that is on the property for programming.

- 2020 Budget: ED Adams stated the 2020 Budget is in progress and plans to have a draft ready to present to residents and the Board next month. This would give her until the November Board Meeting to have it approved.
- Liberty Bank Credit Card Account: ED Adams stated since we opened up a Security Deposit Account with Liberty Bank they are seeking more of our business and offered us a credit card for a line of credit for any unexpected expenses that may come up that we don't immediately have the funds available to pay. Commissioner Leamon asked ED Adams if it would help our credit to have a credit card. ED Adams stated yes it would.
- Eversource Letter of Agreement: ED Adams stated there are 5 projects that Eversource could complete to do energy efficiency upgrades. She stated the first one is air sealing, the second one is the flip & swivel aerator to the sink, and the third one to change out all the light bulbs in the units. All three of these upgrades would be completely covered by Eversource. She stated Eversource offered a partial incentive for the fourth project for upgrading the lighting fixtures in the units. The last project is for the common area lighting including the bathrooms in the community room and the site lights. She stated Eversource also offered a partial incentive for this one as well. After some discussion, Commissioner Leamon made a motion to approve the Eversource incentives for efficiency upgrades and that SHA pay our contribution out of our reserves to be reimbursed from the CHFA Grant. Commissioner Beverly seconded the motion. Motion passed 3-0-0.

PUBLIC COMMENT:

Resident Janice Bogue commented on the outdoor lighting. She suggested the upgrades reflect lighting more in a downward direction instead of upward. ED Adams stated she would ask about that. Commissioner Leamon said to ask Eversource if there could be some sort of easy fix to the lighting so as to reflect more downwards and outwards instead of straight upwards.

Neighbor Sue Jones stated she attended the presentation that Phylcia spoke to at the Stonington Facilities Committee meeting. She stated Stonington Arms is also looking at the property in Mystic. She said the SHA proposal was well received.

Resident Ruth Nolder stated the lighting inside the units are commercial lighting.

Resident Janice Bogue spoke in reference to noticing the amount of money in reserves has gone down about \$200,000.00 in the last ten years. She was under the impression the money in reserves were supposed to be used for emergencies rather than taking a little bit here and there. Commissioner Leamon responded by saying they voted to spend a considerable amount on the upgrades that were done. She also said they voted to spend some money on architectural plans for the designs. Leamon also stated that SHA has been told by auditors that we have more than sufficient reserves compared to other Housing Authorities. She also said that money that will be spent now will be replenished through grants. She stated she is monitoring it and reserves are not just for emergencies.

Resident David Perrin stated there is a need for an updated manual on how to operate the AC/Heating units. Resident Commissioner Lee said she will put together something user friendly for the residents. Nolder stated there used to be 2 remotes and 2 books of directions per unit and she thought they were stored in the garage.

Commissioner Leamon made a motion to go into Executive Session. Commissioner Beverly seconded the motion. Motion passed 3-0-0.

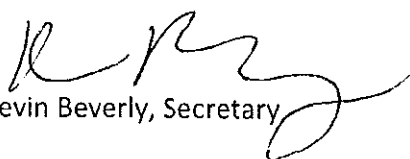
EXECUTIVE SESSION:

- Eviction Proceeding

Commissioner Leamon made a motion to adjourn the Executive Session at 5:32 p.m. Commissioner Beverly seconded the motion. Motion passed 3-0-0.

ADJOURNMENT: A motion was made by Commissioner Leamon and seconded by Commissioner Beverly to adjourn the meeting at 5:33 p.m. Motion passed 3-0-0.

Respectfully submitted,


Kevin Beverly, Secretary