

Stonington Housing Authority
Zoom Online Regular Meeting
August 12, 2021
Minutes

CALL TO ORDER:

Chair Kate Careb called the regular meeting of the Stonington Housing Authority to order at 4:35 p.m.

ROLL CALL:

Those in attendance were Chair Kate Careb, Vice-Chair Julie Savin, Commissioner Beth Leamon, Commissioner Kevin Beverly, Executive Director Phylicia Adams, and Becky Champlin. Resident Commissioner Debbie Lee was absent. Vice-Chair Savin exited the meeting at 5:05 p.m.

MINUTES:

A motion was made by Vice-Chair Savin and seconded by Commissioner Leamon to approve the minutes of the June 10, 2021 regular meeting. Motion passed 4-0-0.

READING OF THE TREASURER'S REPORT:

Commissioner Leamon presented the Treasurer's report as of July 31, 2021, showing a balance of \$23,585.82 in the Berkshire Bank checking account; \$3,627.25 in the Berkshire Bank Pet Deposit account; for total cash operations in all Berkshire accounts of \$27,213.07. A total of \$336,552.80 for savings and investments and \$21.87 in petty cash. The total of all savings and checking assets is \$363,787.74.

BILLS AND COMMUNICATIONS: There were no bills. Staff received a note from a resident who recently moved out thanking staff and everyone involved.

MAINTENANCE AND ASSET MANAGEMENT REPORT:

- Worked with Homestead Heating/Cooling to begin Phase 1 of condensate sensor changeouts.
- Helped set up and cook for the Community Building reopening luncheon.
- Apts. 6-2 and 10-4 renovated.
- Replaced flooring in apt. 1-2
- Set up work schedule for summer youth helper.
- Sanitized the Community Building daily.
- Continued daily grounds work.
- Upcoming projects for August: Renovate apartments 1-2, 7-1, 5-4, 3-4 and 11-6.

REPORT OF THE EXECUTIVE DIRECTOR:

Operations:

1. We are a worksite for the Summer Youth Employment & Education Program. The Workforce Investment board pays their wages and provides workers' comp and liability insurance for the youth and the worksite. We are currently hosting 2 youths.
2. Met with the Resident Commissioner to discuss upcoming and future community events through December.
3. We are a distribution site for the Senior Farmers' Market Nutrition Program. This allows our eligible residents to pick up vouchers from the office to use at the farmers' market. It's more convenient for the residents to pick them up here instead of going to Stonington Human Services.

Financial:

1. We currently have 5 vacancies. All vacancies are scheduled to be filled by September.
2. We've started the automatic debit process to allow us to debit residents' accounts for their rent and cable every month. It is optional for residents to sign up; 12 have signed up.
3. The Housing Authority will receive the Low Loss Ratio Award from our insurance company. However, the insurance premium increased by nearly \$500.

Maintenance:

1. Maintenance has been busy preparing apartments to be occupied. The floor of 1 apartment had to be replaced and the work was completed in-house. Additionally, the shower of 1 unit needs to be replaced; it was not replaced during the renovation. Currently waiting on an estimate from a contractor.
2. We have a few trees that need to be removed. The Town's Tree Warden has agreed to remove one of the trees but has not scheduled a date. Our usual tree removal company is available to come at the end of August to remove other dead trees.
3. Nutmeg Building & Remodeling provided three options to increase the storage for residents. One option is to add an outdoor storage closet. The other two options are adding more cabinetry to the interiors.

Further discussion ensued regarding storage options. Chair Careb stated she would like to reach out to see the greater needs of the residents. She would like a universal master plan for outdoor storage. The Board of Commissioners agreed. Future discussions will be held regarding the options.

REPORT OF THE RESIDENT COMMISSIONER: No report was given due to the Resident Commissioner's absence.

OLD BUSINESS:

- COVID-19 Response: ED Adams stated we have now re-enforced mask wearing inside of the community building even if fully vaccinated due to the recent uptick of Covid cases. Chair Careb stated the Delta variant is highly contagious and New London county is having a spike in cases. Vice-Chair Savin stated the Community Room can stay open for now as long as people are wearing their masks. Commissioner Leamon stated she also wants to see the social distancing of 6' to remain in effect.

NEW BUSINESS:

- Rent Increase in 2022: ED Adams proposed a 5% increase in base rents to take effect in May 2022. She would like to increase the three lowest base rents. Commissioner Leamon stated she would like to take a look at this proposal in October 2021 in conjunction with the projected budget for 2022. The Board of Commissioners agreed.
- Recreational Marijuana Discussion: ED Adams wanted to remind everyone that the State of CT has now legalized the recreational use of marijuana. She stated SHA continues to be a smoke free property so people cannot smoke it on site. However it is legal to have various edibles on site without a prescription. Commissioner Leamon asked if residents would be able to smoke it in the designated smoking areas. Adams stated she needs to do more research on the law in regards to the Department of Housing.

PUBLIC COMMENT:

Resident Donna Haggerty brought up a brief discussion in regards to the outdoor storage units and the tree in front of the flagpole. Commissioner Leamon stated to Haggerty that she should present her list of concerns to Phylicia for discussion at the next meeting. Haggerty agreed to that.

ADJOURNMENT: A motion was made by Chair Careb and seconded by Commissioner Leamon to adjourn the meeting at 5:14 p.m. Motion passed 3 -0-0.

Respectfully submitted,

Kevin Beverly
Kevin Beverly (Oct 13, 2021 21:20 EDT)

Kevin Beverly, Secretary