DRAFT
Stonington Housing Authority
Edythe K. Richmond Homes
Community Building
January 14, 2016
Minutes

RECEIVED FOR RECORD
STONINGTON, CT.
16 JAN 20 AM 10: 56
CYNTHIA LADWIG
TOWN CLERK

CALL TO ORDER:
Vice Chair Julie Savin called the regular meeting of the Stonington Housing to order at 4:06 p.m.

ROLL CALL:
Those in attendance were Chairman Tom Hyland via telephone, Vice Chair Julie Savin, Commissioners Janice Bogue and Beth Leamon, First Selectman Rob Simmons, Executive Director Elaine Schmidt, Becky Champlin, and Ron Normand. Absent: Commissioner Kate Careb.

MINUTES:
A motion was made by Commissioner Bogue and seconded by Commissioner Leamon to approve the minutes with one minor change as noted by Chair Hyland of the November 12, 2015 meeting and to approve the minutes of the December 10, 2015 minutes. Motion passed unanimously 4-0-0.

READING OF THE TREASURER's REPORT:
Commissioner Leamon presented the Treasurer's report for December 31, 2015 showing a balance of $2,482.00 in the Citizen's Pet account, a restricted cash special deposit of $500.00 and $13,370.66 in the citizen's checking accounts, with a total in all Citizen's checking accounts of $15,852.66. With regard to savings and investments; a total of $463,151.22. $65.35 in petty cash bring the grand total of all savings and checking assets to $479,069.23.

BILLS AND COMMUNICATIONS: None

REPORT OF THE EXECUTIVE DIRECTOR:

1. I am working on the HTCCP application due February 1st. CHFA changed the due date from May 1st to February 1st. It would have been better had we gone out to bid on our project so we would know the exact amount that was needed. There are many improvements we would like to have done and these funds will be instrumental, if awarded. Under a separate agenda item I have included a resolution that approves matching funds from SHA reserves for any additional costs to GSRC, the applicant for HTCCP.
2. The CDBG Small Cities Grant contract is still **not signed** by DOH. DOH sent an addendum to the Town to sign and did not receive it back. After Larry Wagner called to advise me, I contacted Jim Sullivan and the First Selectman's office and the addendum was sent out promptly. DOH received it but wants an original so I have requested the Town resend an original and if possible send it FedEX or let us know and we will send it. Larry Wagner's office is following up with DOH to attempt to finalize the contracts so we can go out to bid. DOH has included the new language from PA 15-15 under CHRO.
3. A resident from Sisk Drive, off of Palmer Street, is attending the meeting to request we provide an easement so he can obtain access to lot # 3 that is presently land locked. The resident would like to build a house for his daughter on the lot. This is listed under a separate agenda item.

4. We are completely full. Four units were filled during November and December so Becky was very busy. A fifth unit was filled on January 1st. We do have one resident moving at the end of January and will have it rented quickly.
5. We received $22,339 from our insurance for the claim on apartments 12-2 and 12-5. We have also requested funds for our rental loss. Without the rental loss funds our maximum loss is $2,880 including our $1,000 deductible. Since we used part-time staff for the cleaning and repairing of the units and not outside contractors, we were able to include the part-timers costs into our claim.
6. We received a check from the Edythe K. Richmond Rhode Island Foundation for $232.00 for reimbursement for our July 4th picnic.
7. We have sent out our annual informational sheet on the recertification process that will be starting in February or sooner if residents have all their income and expenses. We also provided a notice, as required by CHFA, on the maximum rent increase.
8. We sent 1 KAPA notice this month for a resident who was observed smoking on the property by 2 residents. I have also sent a notice out to all residents relating to smoking. It appears we have an increase in smokers with some of the new residents. All residents have signed the Smoke Free Lease Addendum.
9. We have a committee working on reviewing the Resident Rules and Regulations. Commissioner Bogue and Ruth Nolder worked several hours to go over the comments from the previous group meeting and have a draft together so we can meet again this month and finalize them. We want to incorporate the Rules and Regulations and the Welcome to Edythe K. Richmond Homes manuals into one document since there is a lot of duplication of information. Our attempt is to clarify and update information. A copy will be provided for the January meeting.
10. We are working on contacting a few local insurance companies to get a rate for apartment insurance. Many residents do not have apartment insurance which is very important. We found if you have vehicle insurance then the apartment insurance is inexpensive but if you don't have a vehicle, it is more costly. We are attempting to find a company who would be willing to provide affordable renters insurance if they have several residents who want to participate.
11. Becky and I are working on a memo to request residents respond if they do or do not want periodic wellness checks if we have not heard or seen a resident during a certain period of time. Residents are supposed to inform us if they are leaving their apartment if they are going away.
12. We received reports from residents that 3 residents were periodically driving off Connecticut Avenue and parking near their apartment in Buildings 11 and 12. I wrote a memo to the residents advising them that this was against the rules and they needed to park in the designated parking area. The issue appears to be resolved.
13. I attended the wake for James Sisk, who was instrumental with the formation of the Stonington Housing Authority and construction of the Edythe K. Richmond Homes.
14. We received 3 bids for the scope of services for the renovations to the community room as part of our application for Small Projects Funding through CHFA. The low bidder withdrew his bid so we need to get an additional bid.
15. Ron went for Emissions Testing and the truck failed. The engine light has been on since before Ron arrived. Ron brought the truck to Brustolon and they estimated $2,160 to fix the truck which also includes Instrument Panel Cluster Replacement (gas gauge doesn't work), Auto Braking System (Brake light on), Engine Light On (need to replace catalytic Converter) and replace Reverse lamp bulb that is out. He also took the truck to McGill and they estimated $2,760 to make the repairs. The truck is 14 years old and I asked Ron to check if we could lease a truck. Neither Brustolon or McGill would allow us to put a plow on a leased truck. The cost of a new truck is approximately

$40,000. Since there is minimal use of the truck we are going to have it repaired by Brustolon and hope it provides many more years of use.

16. Ron has provided the following information on the Maintenance status from December to date:
    - Grounds work included tree trimming, tons and tons of leaf removal and trips to the transfer station.
    - Numerous work orders as they are called in by residents.
    - Gutters and downspouts were cleaned and repaired as necessary.
    - Grounds drains were cleared of debris.
    - Set up community room for the Holiday party.
    - Inventoried new John Deer Equipment and made ready for upcoming winter season.
    - Snow blowers, etc. were readied for snow season. i.e. plugs cleaned, gas and oil changed.
    - Arranged for three estimates for Community Room upgrade grant.
    - Arranged for two repair estimates for work truck, submitted report.
    - Apartment 1-3 vacated early December. Completed paint out, floor stripped and waxed, given a thorough cleaning. Kitchen sink drainage changed out completely. Toilet seat and shower rod changed out.
    - Community Room carpets shampooed.
    - Community Room kitchen thoroughly cleaned.
    - On December 18th, while addressing a seemingly routine/minor plumbing repair, a PVC connecting pipe broke off in the wall between apartments 2-2 and 2-3. This result required an immediate attention of a licensed plumber. DEF plumber responded and repaired the broken pipe. Invoice forthcoming.
    - Grounds inspected and cleared of glass, debris and garbage daily.
    - Conducted numerous "wellness checks" of residents.
17. The following financial reports:
    Cash Balances
    Year End Budget vs Actual
    Bank Reconciliations
    Capital Improvements

REPORT OF THE RESIDENT COMMISSIONER:

On November 19, 2015 we had a very successful soup lunch. Four soups were made by Joan Driscoll, Becky Champlin, Ron Normand and Janice Bogue. In addition, we salad by Patti Piccolo, bread from Ruth Nolder and dessert. Over 22 residents and staff attended. Residents have been approaching me about another, so we are looking forward to February 9th.

The Holiday dinner was held on December 4th. The residents have decided and I agree this was the best dinner we have ever had. The residents also enjoyed the High School chorus. The evening was very special.

On December 17, 2015 the Birthdays for December 2015 were celebrated.

Welcome baskets were completed by Ruth Nolder and Vera Shaw for our last 6 new residents. Bob Cowley and Ruth Nolder delivered them to the new residents.

Bingo is still successful on Tuesdays.

Yahtzee is being played once, sometimes twice a week. We have games in the community room for residents to start their own groups.

NEW BUSINESS:

- Resolution 2016-1 for HTCCP funding to GSRC

RESOLUTION 2016-1

WHEREAS, the Stonington Housing Authority ("SHA") owns and operates Edythe K. Richmond Homes, an elderly housing development consisting of 60 units located at Sisk Drive in the Town of Stonington, CT;

WHEREAS, Connecticut Housing Finance Authority (CHFA) oversees the operation of the property;

WHEREAS, the property is approaching 35 years of age and is in need of renovation and SHA wishes to undertake necessary improvements to Edythe K. Richmond Homes, for which it lacks the required funding;

WHEREAS, SHA intends to enter into an agreement with the Greater Stonington Realty Corporation, a non-profit housing corporation which will be incorporated in the State of Connecticut, under which agreement Greater Stonington Realty Corporation will make application to the CT Housing Finance Authority for funding under the Housing Tax Credit Contribution Program (HTCCP) to carry out the improvements. The SHA will commit to utilize its available Reserves as matching funds toward the proposed improvement work at Edythe K. Richmond Homes and will grant these funds to Greater Stonington Realty Corporation;

BE IT RESOLVED, that the Board of Commissioners of the SHA authorizes the use of Reserves, as matching funds, to the Greater Stonington Realty Corporation when CHFA approves the application for the Housing Tax Credit Contribution Program.

A motion was made by Commissioner Bogue and seconded by Commissioner Leamon to accept Resolution 2016-1. Motion approved 4-0-0.

- Request by Ryan Mackenzie to have Easement for Right of Way on Sisk Drive
  Ryan Mackenzie and his daughter addressed the Board requesting an easement for right of way access on Fellows St. Ext. After much discussion, First Selectman Simmons recommended that ED Schmidt collaborate with the Stonington Planning Dept., the Stonington Highway Dept., and the Stonington Town Engineer to discuss the issue before the Board of Commissioners approves the request. The request was tabled for now.

OLD BUSINESS:

- 2015 CDBG Small Cities Grant
  ED Schmidt gave update in her report.

PUBLIC COMMENT

- Ruth Nolder expressed appreciation to Becky Champlin, "We'd like to express our appreciation to Becky Champlin for the great job she is doing in the office. Her attention to detail and pleasant interaction with the residents is much appreciated."
- Katie Mawhiney thanked ED Schmidt, Becky Champlin and Ron Normand for their help in relocating her from building 12-2 to building 5-2. Katie asked due to the extraordinary circumstances of the death of her neighbor in October which caused her undue burden, to receive monetary consideration. Chair Tom Hyland made the motion and Vice Chair Savin seconded the motion to approve Ms. Mawhiney $177.00 for compensation. Motion passed 4-0-0.
- Joan Driscoll remarked the Holiday party was the best ever. Trattoria Longo's was a good choice and everyone had a lot of fun.

POSSIBLE EXECUTIVE SESSION:

Session tabled.

ADJOURNMENT: Motion made by Commissioner Leamon, Second by Vice Chair Savin at 5:14 p.m. The motion carried 4-0-0.

Respectfully submitted,

Kate Careb, Secretary