

**DRAFT**

STONINGTON HOUSING AUTHORITY  
EDYTHE K. RICHMOND HOMES  
COMMUNITY BUILDING  
FEBRUARY 12, 2015  
MINUTES

RECEIVED FOR RECORD  
STONINGTON, CT  
15 FEB 19 PM 3:13  
CYNTHIA LADWIG  
TOWN CLERK

**CALL TO ORDER:**

Chairman Tom Hyland called the Regular Monthly Meeting of the Stonington Housing Authority to order at 4:07 p.m.

**ROLL CALL:**

Those in attendance were Commissioners Tom Hyland, Julie Savin, Kate Careb, Janice Bogue, Beth Leamon, Executive Director Elaine Schmidt, Cindy Faucher, Sharon Drago, Chuck Roberts and three residents. Chair Hyland welcomed and thanked Beth Leamon for her service as the newest commissioner to the Housing Authority.

**MINUTES:**

A motion was made by Chair Hyland and seconded by Commissioner Bogue to dispense with the reading of the Meeting Minutes of January 8, 2015. Motion carried 4-0-0. A motion was made by Chair Hyland and seconded by Commissioner Savin to accept the minutes of the Meeting of January 8, 2015 as written. Motion passed unanimously.

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

Commissioner Savin presented the Treasurer's Report for January 31, 2015 showing a balance of \$1,803.00 in the Citizen's Pet Account and \$7943.65 in the Citizen's Checking Account, with a total in all Citizen's checking accounts of \$9,746.65; \$464,028.75 in Savings and Investment Accounts, \$6.85 in Petty Cash with a GRAND TOTAL of all savings and checking assets of \$473,782.25.

Commissioner Savin suggested we should have a line item in our budget for snow removal that would make it easier to plan for costs incurred during the winter months.

**BILLS AND COMMUNICATIONS:** The Executive Director read correspondence from the Church of St. Michael the Archangel thanking SHA for the donation made in appreciation of Reverend Perkins' participation in Jean Cahill's memorial service. She also read a letter addressed to the Board from resident Elizabeth Terico regarding snow removal strategies and also a petition concerning residents who are hearing impaired and their ability to participate in the monthly Housing Authority meetings.

## REPORT OF THE EXECUTIVE DIRECTOR:

1. As a follow up to the letter sent on January 2, 2015 to all residents, SHA addressed three proposed changes related to rent structure. The proposed increase in base rent and maximum rent were approved by the Board in November 2014. The increase in adjusted gross income percentage was not approved by the Board in January 2015. As of this date, we have not received any comments or letters from residents regarding the approved rent changes. Since no comments were received and the Board did not approve the percentage increase, we are attaching a revised 2015 Management Plan for your review and approval. We have also addressed the proposed change in base rent in the new business of the agenda and in # 2 below. This will be discussed under New Business.
2. Under New Business I have added Resolution 2015-1 that will rescind Resolution 2014-3 that increased the base rent by \$10. This would adversely impact the lowest income residents and based on the comments at our January meeting, I thought it prudent to prepare the resolution for your review and approval.
3. I have completed the review and revision of the Draft Procurement Policy. It is attached and under a separate agenda item.
4. The notice for residents to begin compiling their financial and medical information for recertification has been sent out. Cindy will begin recertifying residents in late February and March in order to complete the process and notify residents of their new rent effective May 1, 2015.
5. Chair Hyland has been in contact with the Pro Bono Attorneys and they suggested we contract Connecticut Urban Legal Initiatives, Inc. for the establishment of the 501(c)(3), non-profit. The fees proposed (see attached) are higher than the quote of \$3,500 we received from Attorney Melissa Mack who is preparing the Groton Housing Authority's 501(c)(3) documents. The other option would be to contact another firm to inquire what their fees would be.
6. As of February 1<sup>st</sup> we have 3 vacancies that have all been rented thanks to Cindy following up quickly. Two of the vacant units were for residents of at least 20 years, Jean Cahill and Dot Post, so there is significant work that must be done to one to ready the apartment. The 3<sup>rd</sup> apartment, the resident was only here a short time, will be turned around quickly and the new resident is moving in on February 13<sup>th</sup>. The other 2 vacancies, weather permitting, will be ready for March 1<sup>st</sup>.
7. A meeting is scheduled for Monday, February 9<sup>th</sup> with First Selectman Crouse and Larry Wagner to discuss the 2015 CDBG Small Cities application. Presently there is no point person assigned to the project from the Town to assist in the preparation of the grant. Larry has requested I order another Phase I for the project since it is beyond the 6 months

allowed by DOH. I will also be contacting local non-profit agencies for letters of support for our project. We anticipate the scope to be approximately the same. Larry Wagner is concerned we will lose points for the addition to the community room so we may need to revise the plans.

8. Commissioner Savin forwarded an email from Matt Reutter from Congressman Courtney's office to me on the site lighting. We contacted CL&P. The same person Chuck had been dealing with, who was only going to approve a few of the site lights because the time frame was over one year, has agreed to approve the cost to repair all of the 21 lights. We are getting quotations and specifications from 2 companies and will forward them to CL&P. She said she would approve the work to be done, in writing, and once work has been completed and we receive an invoice, we should send it to her and CL&P will pay the full amount. Our very special thanks to Commissioner Savin for assisting through her contacts with Congressman Courtney's office.
9. On January 26<sup>th</sup> there was an article and photo from the Memorial Service for Jean Cahill in the Westerly Sun. The residents were very pleased. We are having the proclamation mounted and hang in the community room. I have attached a copy to my report.
10. As a result of opening our waiting list we have already received 8 applications and mailed numerous applications to prospective residents. The lottery will be held on May 1, 2015 to establish the new waiting list.
11. A farewell luncheon was held at the Community Room for Dot Post. Several of the residents made some wonderful food that was shared by approximately 25 residents. Joan Driscoll led us in prayer before the meal and wished Dot much happiness with her new housing on behalf of all attending. Dot promises to keep in touch and she will be truly missed by all.
12. Snow has been the word of the day for all of us. Chuck was on vacation for the Saturday storm prior to and through the Blizzard and as well as the weekend following. We had Stonington Lawn Care, who has done snow removal in the past, come with staff and equipment to remove snow. I also had one of our part-time staff, Ed come prior to the time the roads were closed by the State and stay over. He removed snow throughout the night to keep access and be able to assist residents to the Community Building in case there was a power outage and monitor Stonington Lawn Care staff. It was a 24-hour operation of removing snow for almost 2 days. Fortunately we did not have a power outage but we did get an abundance of snow. Once the snow stopped there was a bevy of activity getting the resident vehicles cleaned off and moved back to their parking spaces so the rest of the parking area could be cleared. Several residents and their families cleaned off cars as well as Ed and Cindy did quite a bit of shoveling and cleaning to assist in the mammoth job. In spite of the conditions of a blizzard and storms before and after, we had some complaints

about the process of snow removal and the ability to have access. Chuck is back and we do have staff lined up for the storm coming Sunday into Monday and possibly Tuesday.

Discussion followed addressing the need to replace the non-functioning cub cadet and it was determined a more substantial snow blower would be the most efficient and cost effective solution.

Residents also need to have realistic expectations regarding the time frame necessary to clear sidewalks and parking, especially in a heavy snowfall.

13. Commissioner Savin suggested we have a Storm Preparedness Plan for Stonington Housing Authority so all staff and residents are aware of the process for which they will be responsible. I anticipate having a draft of the plan ready before I leave on vacation on February 13<sup>th</sup> to allow staff and residents to comment.
14. I have forwarded an email about the Savings Institute CD rollover today. I will have the Saving Institute's resolution at the meeting. Unless you have contacted me otherwise, I have asked them to rollover the CD into an 18 month at 1.25%.
15. Cindy has prepared the attached two-week calendar. Copies are left at the front entry of the Community Building for the residents.
16. For January Chuck completed, along with vacation, 44 total work orders: 3 for carpentry, 28 for grounds, 2 for plumbing, 2 for electrical, 6 for cleaning and 3 for painting.

Commissioner Careb initiated a discussion regarding the Housing Authority's Smoking Policy and the resident who is a known smoker, who refuses to sign the paperwork necessary for a "smoking indicator" to be installed in his apartment. Commissioner Beth Leamon will contact the individual. The smoking policy needs to reflect failure to comply is a breach of the lease and there will be consequences and recourse for non-compliance.

#### REPORT OF THE RESIDENT COMMISSIONER:

Commissioner Bogue thanked all the residents and others responsible for the well-attended and bittersweet luncheon for Dot Post. She also wanted to thank Chuck, Ed and Mary for all their hard work shoveling sidewalks, during these weeks of seemingly never ending snow!

#### NEW BUSINESS:

- a. Resolution No. 2015-1 to Rescind Resolution 2014-3 regarding the approval of the increase in base rent. Chair Hyland read the resolution and made a motion to approve the resolution as written. Commissioner Careb seconded the motion. Following discussion, the motion passed unanimously with Commissioner Bogue abstaining from the vote.

- b. Review and Approval of Revised 2015 Management Plan. Discussion took place relative to the budget. Commissioner Savin addressed PILOT (Payment In Lieu Of Taxes), stating there is a report currently being generated indicating amounts paid by smaller housing authorities. A motion was made by Chair Hyland and seconded by Commissioner Bogue to accept the changes to the 2015 budget as proposed. The motion passed unanimously.

**OLD BUSINESS:**

- a. Status of 501(c)(3) Non Profit Designation. After discussion, a motion was made by Commissioner Savin and seconded by Commissioner Careb to retain Melissa Mac as the attorney assisting with the formation of the 501(c)(3) non-profit for the Housing Authority. Commissioners Hyland and Leamon will be on the committee. The motion carried unanimously.
- b. 2015 CDBG Small Cities Grant Application Update. This was discussed earlier under Executive Director's Report.
- c. Strategic Planning: Chair Hyland will send available dates in March to Mike Burns for a 3-hour meeting to take place off-site (Commissioner Careb will host) for strategic planning.
- d. Procurement and Disposition Policy. A review of the proposed policy took place followed by a motion made by Commissioner Savin and seconded by Commissioner Leamon to accept the Procurement and Disposition Policy with changes. The motion passed unanimously.

**PUBLIC COMMENT:**

- a. Resident Ruth Nolder suggested that all apartments have "smoking indicators" installed over a four-year period. Though the cost is substantial, it would eliminate the need to single out any resident as a smoker. The commissioners agreed with the concept, and thought with our impending 501(c)(3) status, we would be eligible for more grants and thus reduce the financial burden.

**ADJOURNMENT:**

A motion was made by Commissioner Savin and seconded by Commissioner Careb to adjourn the meeting at 5:42 p.m. The motion carried 5-0-0.

Respectfully submitted,

Kate Careb, Secretary