

DRAFT

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

RECEIVED FOR RECORD
STONINGTON, CT.
16 APR 19 AM 11:04
CYNTHIA LADWIG
TOWN CLERK

CALL TO ORDER:

Chair Tom Hyland called the regular meeting of the Stonington Housing to order at 4:00 p.m.

ROLL CALL:

Those in attendance were Chairman Tom Hyland, Commissioner Kate Careb, Commissioner Janice Bogue, Executive Director Elaine Schmidt, Becky Champlin, and Ron Normand. Commissioner Beth Leamon arrived late. Absent: Vice Chair Julie Savin.

MINUTES:

A motion was made by Chair Hyland and seconded by Commissioner Careb to approve the minutes of the March 10, 2016 meeting as amended. Motion passed unanimously 3-0-0.

READING OF THE TREASURER'S REPORT:

Chair Hyland presented the Treasurer's report for March 31, 2016 showing a balance of \$2,977.50 in the Citizen's Pet account, a restricted cash special deposit of \$500.00 and \$22,319.42 in the citizen's checking accounts, with a total in all Citizen's checking accounts of \$25,296.92. With regard to savings and investments; a total of \$474,542.36. \$116.68 in petty cash bring the grand total of all savings and checking assets to \$499,955.96.

BILLS AND COMMUNICATIONS: None

REPORT OF THE EXECUTIVE DIRECTOR:

1. As you are all aware, we received our \$500,000 CHFA Housing Tax Credit Contribution Program allocation, through GSRC, which will be included with our \$800,000 CDBG Small Cities Program funding. Larry Wagner contacted Jim Sullivan to ask about the bidding process. Jim responded that he wanted us to do the bidding with Larry Wagner's direction. He did, however, want to review the bid documents before they went out to bid. Jim said, due to his volume of work, he would need a minimum of 2 weeks lead time to review and edit as required. Jim said he would put the project on the Town and DAS's websites. I assume it will be early May before we go out to bid.
2. I contacted the Title Search person that Commissioner Leamon referred me to for Fellows St Ext. She, however, suggested I contact another person who was more knowledgeable concerning ownership of streets. I contacted Gerry Stefon and he has arranged to do the search on the 25th and 26th of April. If he finds out any information from searching records, in advance of our meeting, he will let us know.
3. I saw Selectman Mike Spellman at the Public Hearing on the Armory and he asked me to contact him about the pond. When he and First Selectman Rob Simmons came to EKR prior to the elections the residents voiced their concern about the pond. The Selectmen wanted to follow up on their promise to have the pond cleaned out. Shortly after our

conversation, I was contacted by Tom Curioso, Highway Supervisor and they are to start the work within the next couple weeks, weather permitting. The residents are very pleased.

4. I met with Chelsea Groton Bank and they provided a proposal for services. They have a program, CDARS that allows you access to multi-million dollar FDIC protection through Chelsea Groton. Other banking institutions have the same, however, we have not been offered it through our present bank. This is ideal, as long as the interest rates are competitive.
5. I met with Westerly Community Credit Union. They were very helpful. They assisted in getting notes from 2 former signers on the account, the 3rd has passed. I provided the minutes from our annual meeting with a list of the new officers. For those who will be the new signers, please contact Holly at WCCU at (401) 596-7000 to arrange to go the branch on Granite Street to complete the paperwork. For the CD that came due in January, I requested they change the new CD from 60 months to 36 months and they agreed at 1.3% interest. For the CD due to mature in June we will need to check rates to see if we want to move the funds or change terms.
6. Becky, Ron and I attend the Fair Housing training in New London on April 7th. This is the second year the City of New London and the New London Housing Authority have hosted a training for staff along with adjacent towns. It was very beneficial for both Ron and Becky since they have not had previous training. I was also able to ask questions related to our Admissions Policy concerning the look back period for credit, criminal and eviction history. I will update and propose revised information for next month's meeting. I will also be attending ConnNAHRO's Fair Housing training on April 15th. Every grant application requests documentation on Fair Housing trainings staff have attended. I requested a certificate from New London also.
7. Leanne Theodore, Director of Human Services held a Service Providers meeting at Stonington Human Services on March 16th. It was wonderful to meet the folks from other agencies and learn more about the services that are available for our residents. About 8 agencies attended the meeting.
8. The fire alarm panel board on Building # 2 failed. It was necessary to install a new board which was costly. I called Kevin Burns to inquire on the cost. He contacted another company to get a comparable price and found a new company that we could have purchased an entire system for slightly more. He said he would get in touch with Brookside Electric and give them the information for the future.
9. Becky completed all 59 re-certifications (1 resident passed during the month) before March 30th. All residents are aware of their new rent. Becky learned very quickly the re-certification process. I checked her documentation and it was meticulously done.
10. Please note on the Budget Variance Analysis, as part of the financial reporting, that Sharon has remarked under her first bullet that the accounting fees are less than budgeted through the efficiencies and additional responsibilities taken on by Becky, Office Assistant than what was previously done by Sharon.

11. I published the RFP for Audit Services. I have sent the proposal to at least 7 companies. The proposals are due April 22nd. Once Sharon Drago and I have reviewed them, we will make a recommendation based on the information provided. If you have any questions, you would like posed to the audit firms submitting, please let me know.
12. The residents held 2 great lunches, a combination St Patrick's and Casserole lunch on March 17th with about 18 residents attending. On April 7th we held a ham luncheon (Stop and Shop had a great sale so we bought the ham) and 24 residents attended. At both luncheons we had a variety of dishes and desserts that residents brought along with staff. After the lunch on April 7th residents commented that the food keeps getting better than ever.
13. Ron picked up and installed a new stove for the Community Room kitchen. The oven wasn't working well, we were missing a rack and it was just tired. The new stove is self-cleaning and I'm sure will get lots of use in the future with all the events planned.
14. Police Detective Floyd is meeting with the residents on April 14th to speak about scams and the prescription drug take back program.
15. Resident Commissioner Bogue, Ruth Nolder and I met to arrange a schedule and Becky has issued a calendar that was distributed to all residents for the monthly activities that will be updated monthly. We also have a large calendar that will be installed in the hallway to the laundry room so residents can be reminded of updated activities. For new activities we purchased a couple coloring books for adults and new colored pencils. We purchased an additional Scrabble board since we have had more residents who want to play along with a large print dictionary. We are creating a SHA cookbook and hope to have it ready for early fall. The Chair Exercises started this week. We also planned lunch out for April at Lucky House on the 21st at 12 noon if you would like to join the group. We will be carpooling.
16. We have one vacancy as of April 11th. Ron did the move out inspection and found the unit to be very clean. The unit will need to be prime painted with KILZ then painted due to the former resident, who had been a smoker. Ron completed another unit that had been vacated, in record time, and a new resident will be moving in shortly.
17. Ron has provided the following information on the Maintenance status for mid- March to date:
 - Numerous work orders were handled during this period. Copies on file.
 - Researched options and offered recommendations to Executive Director & Architect concerning upcoming Deterioration & Obsolescence Upgrade.
 - Created Unit Renovation Checkoff List for upcoming project. Checkoff will help ensure each unit is renovated to specs, in detail, and documents any relevant unit specific issues.
 - Completed "punch list" from previous annual inspections.
 - Started landscaping cleanup project between bldg. 12 & 14, adjacent to Connecticut Ave. Project removes overgrowth, trash along property line and exposed existing rock wall.
 - LG Inverter cleanouts 100% complete. Next cleaning scheduled for Sept/Oct.

- Grounds work started, debris removal, pruning, etc.
- Received one-on-one training from Advanced Alarms on security camera system.
- Removed 15 deteriorated site light access covers. Replaced with new fabricated PVC covers. Painted to match.
- Grounds inspected daily and cleared of debris.
- Tree stumps cut below grade filled in and seeded. 50% complete.

- Planned projects for Spring 2016:
- Remove various old deteriorated bushes and shrubs, plant new.
- Remove roof moss buildup on some of the buildings.
- Remove mold from buildings needing it.
- Repair broken fencing on outside storage enclosures.
- Scrape and paint raised garden beds.
- Cleanout all paths leading to drainage outlets.
- Repaint all parking lot lines, replace faded signage.
- Pictures of before and after were shown to the Board and residents of a stone wall that had been covered with briars to expose a lovely stone wall. Ron was congratulated on a good job.

18. The following financial reports:

Cash Balances
 Variance Report
 Year End Budget vs Actual
 Bank Reconciliations
 Capital Improvements

REPORT OF THE RESIDENT COMMISSIONER:

1. On March 17, 2016 we had a casserole luncheon. It was very well received by 22+ attendees. The food was excellent. Thanks to staff and residents who helped out. Residents are enjoying visiting together at these gatherings.
2. Bingo is on-going on Tuesday afternoons at 12:30 p.m. Scrabble is played on Thursday's. Yahtzee is played on Saturday's at 1:00 p.m. There seems to be more participation by residents in playing board games.
3. On April 7, 2016 we had a ham and bean luncheon. Residents really look forward to these luncheons. They give everyone time to interact and visit with good food and conversation.

Thanks to Ruth Nolder, Joan Driscoll, Debbie Lee, Megan Falcone, Elaine, Becky, Ron and people who made food.

4. New for April is a calendar worked on by ED Schmidt, Ruth Nolder and myself. It gives residents, at a glance, what's going on for the month so they can plan their time and look forward to activities.

5. On April 14, 2016 Police Officer Floyd and Kristen King gave a presentation on different police scams going on. They also gave out information on the Drug Disposal Program and where to dispose of Rx drugs vs. disposing of them improperly.

NEW BUSINESS:

- ED Schmidt spoke of the Chelsea Groton Bank proposal. A motion was made by Chair Hyland and seconded by Commissioner Careb to move monies from Citizen's bank to Chelsea Groton. Motion passed unanimously 4-0-0.

OLD BUSINESS:

- 2016 HTCCP Application Update
 - 2015 CDBG Small Cities Grant
- ED Schmidt spoke about both of these items as part of her Board Report.

PUBLIC COMMENT

- Resident Joan Driscoll congratulated everyone about receiving the new \$500,000.00 grant. She also made mention of the new rock wall that was revealed due to Ron uncovering all the brush and briars covering it for many years.
- Resident William Nunez expressed how much he was impressed with ED Schmidt's successful feat of getting the new grant. Chair Hyland responded by saying how pleased everyone is.

ADJOURNMENT: Motion made by Chair Hyland and Seconded by Commissioner Careb at 4:23 p.m. The motion carried 4-0-0.

Respectfully submitted,

Kate Careb, Secretary