

**DRAFT**

Stonington Housing Authority  
Edythe K. Richmond Homes  
Community Building  
May 14, 2015  
Minutes

RECEIVED FOR RECORD  
STONINGTON, CT  
15 JUN 10 PM 1:14  
CYNTHIA LADWIG  
TOWN CLERK

**CALL TO ORDER:**

Vice Chair Julie Savin called the regular meeting of the Stonington Housing to order at 4:22 p.m.

**ROLL CALL:**

Those in attendance were Commissioners Julie Savin, Janice Bogue, Beth Leamon, and Executive Director Elaine Schmidt, Cindy Faucher, Chuck Roberts and four residents.

**MINUTES:**

A motion was made by Commissioner Bogue and seconded by Commissioner Leamon to dispense with the reading of the minutes of the April 9, 2015 minutes. Motion carried unanimously. A motion was made by Commissioner Leamon and seconded by Commissioner Bogue to accept the minutes of the meeting of April 9, 2015 as written. Motion passed unanimously 3-0-0.

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

Commissioner Leamon presented the Treasurer's report for April 30, 2015 showing a balance of \$2,311.00 in the Citizen's Pet account, a restricted cash special deposit of \$500.00 and \$5,051.61 in the citizen's checking accounts, with a total in all Citizen's checking accounts of \$7862.61. With regard to savings and investments; \$792.00 in citizens (money market var), \$118,967.97 in Westerly CCU (36 month CD-mature 6/14/16), \$110,911.92 in Westerly CCU (60 month CD mature 1/20/16), \$117,562.09 in Savings Institute (18 month CD Exp 8/4/16) and \$117,228.63 in Charter Oak (Jumbo Money Market) with a total of \$465,462.61 in all Savings and investment Accounts, \$200.37 in petty cash bring the GRAND TOTAL of all savings and checking assets to \$473,525.59.

**BILLS AND COMMUNICATIONS:** None

**REPORT OF THE EXECUTIVE DIRECTOR:**

1. Housing Tax Credit Contribution Program application (HTCCP) under our new non-profit was submitted to CHFA on April 30<sup>th</sup>, one day before the deadline. It was arduous task, to say the least, but with the assistance of Keith Byrnes, Commissioner Savin and Sharon Drago I was able to get some of the statistical information that was necessary to complete the application. The request is for \$500,000, the maximum amount allowed. There is a point calculation sheet that was part of the application. Carol Umphlett found a source of A 7 day "bus" service through Easter CT Travel Voucher Program that provided 10 of the maximum 140 points available. I assessed our score to be 101.5 points, which is very good. CHFA will now have the opportunity to review the application and we may lose some of the points or not be allowed to apply due to our 501(c)(3) not being approved by IRS. CHFA will be sending a deficiency letter to all

applicants advising us of any further documentation that is needed or if we are disqualified due to lack of having the 501(c) (3) status. The application for our non-profit was submitted to IRS on April 29<sup>th</sup>. Commissioner Savin suggested I contact Congressman Courtney's office to request they assist to expedite the 501 (C) (3) application that I have done. Matt from Congressman Courtney's office called the next day and advised he should be able to let us know within a couple of days if they are able to assist. Part of the HTCCP application required documentation of the resolution from the town creating the Housing Authority. We also needed to include a copy of the original deed and note if we had any liens or easements. With the assistance of Cindy Ladwig and some research that I was able to do, we have all the documents in one file. A copy was attached to the ED report for the Commissioner.

2. CHFA has also announced funding available for the Resident Service Program for up to \$5,000. We will post a notice and meet with residents to see what program/project they would like. They also have a small projects program for up to \$25,000 but we need matching funds to apply and our reserves do not count. If we get approved for either the CDBG Small Cities program or the HTCCP we would be able to apply. We do not anticipate hearing anything about either application before August that will probably be too late to apply for those funds. I will check to see if any funds are available if we have a successful application.

3. I met with Keith Brynes and Candice Palmer from the Towns planning office to discuss the expansion of EKR. We first discussed the 10 units the engineer proposed to expand our existing site. Candice advised we would need wetlands permits on both areas. Keith and Candice also provided a list of owners of land that may be available for development and their contact information which I will follow up on.

4. The staff including Chuck, Cindy, Ed and Mary Ellen (Mary Ellen & Ed are part-time snow and lawn folks) along with myself will be attending the Fair Housing Training on May 21<sup>st</sup> from 10 am to noon in New London. The city of New London and the New London Housing Authority are sponsoring the training at no charge.

5. I attended the Non-Smoking implementation enforcement seminar on April 28<sup>th</sup> hosted by IREM, a Property Managers Association. Two attorneys from Flynn Law group did the presentation and noted that residents can keep track of the smell of smoke coming from an apartment by date and time and keep a log that would be sufficient to implement an eviction for smoking. Residents can also document the witnessing of a resident smoking by date and time. The group was very informative. Several of the attendees spoke of the conflicts they have encountered between the smoker and non-smokers but also of the fires caused by smokers that displaced many residents due to an unattended cigarette.

6. I also attended a meeting of area non-profits on money and affordable Housing sponsored by LISC, local initiatives support corporation. LISC is involved with the Stonington Affordable Housing Committee. They were looking for feedback on what non-profits were doing in the area and if there were any projects being considered for new construction or new acquisition and rehabilitation that they could work with. They provided a chart of all housing program funding options. The group included lower Middlesex county and the shoreline of New London

county. Representatives from North Stonington were in attendance and expressed an interest in our non-profit status as Greater Stonington Realty Corporation. They asked to have a meeting to further discuss option of applying for funds through our new organization since no affordable housing exists in their town in spite of the need.

7. Chair Hyland and I attended an Affordable Housing seminar in Hartford on financing projects. I had an opportunity to speak with Mr. Lundstrom from DOH concerning our CDBG small cities grant application and questioned the issue of our being penalized for returning funds. He agreed it would be reasonable not to be penalized. I will follow up before a decision has been made on our application.

8. We held the lottery on the new waiting list before it was close on May 1<sup>st</sup>. We had units that were going to be vacated and no one on our waiting list. We received seven more applications that have been put into a lottery and added to the bottom of the waiting list.

9. Chair Hyland and I had a conversation with Pro-Bono Partnership relating to the revision of the By Laws. A copy of the amended By Laws will be forwarded to you as soon as they are received. We need to notice to notice the revision of the By Laws seven days in advance of a vote, therefore the By Laws will be on the June agenda. Additionally Chair Hyland will not be at the May meeting. As he has been involved in the process I suggested we delay until the Chair can participate.

10. I have not had an opportunity to meet with town on the PILOT but will make arrangements to meet next week.

11. We have had a few resident issues relating to gossip and asking Chuck to do little extra items over past month. A copy of the memos were attached to the ED's report for the commissioners.

12. The Groton Housing Authority met and would like to extend the contract for my services for a more long term. The six-month contract expired at the end of April. Other than the extended time needed to work on the recent grant applications, the arrangement is working. They want to continue at 16 hours a week but requested consideration of a lower hourly rate from the existing \$75.00 per hour. I believe the arrangement has been beneficial to both, especially the financial arrangement for Stonington HA.

13. After last month's meeting, Sharon Drago and I reviewed the costs for ADP and found them to be accurate. Sharon has added more detail to the Disbursement Detail nothing the State and Federal taxes also included the employee's withholding.

14. Cindy enjoyed a much deserved vacation after completing all the recertification.

15. We have a sink hole in the parking lot near Building 15. Chuck contacted Public Works on May 6, 2015 and is waiting to hear back from them. Chuck put a cone on the site to avoid any hazards.

16. We presently have 2 vacancies and both have new residents waiting to move them. Chuck is working on both and we anticipate the units to be filled before the end of the month. The 1 vacancy we had last month was filled on April 24<sup>th</sup>.

17. Brookstone Electric will be working on the repairs to the lights that CL&P has approved for payment. CL&P contacted us saying they will begin work in a couple of weeks.

18. Cindy has prepared the attached two-week calendar. Copies are left at the front entry of the Community Building for the residents.

19. For April Chuck completed, 64 total work orders, 26 for grounds, 11 for plumbing, 5 for electrical, 6 for cleaning, 10 for painting and 6, for carpentry.

Commissioner Savin inquired about resident leases. It was noted all residents have signed their new leases with the exception on one resident who is waiting to hear from his attorney. The Executive Director was directed to contact Conway, Londregan, our attorney, to either resolve the issue or begin eviction.

#### REPORT OF THE RESIDENT COMMISSIONER:

1. The sock hop was a very fun time! Good music, great food and residents talking, dancing and laughing! Hamburgers were prepared by Grill Master Chuck and were served with pot luck sides, ice cream sodas and sundaes. Residents either brought a food item or donated money that was used to purchase items. I want to thank everyone who contributed and came for the fun.

2. Bingo is still on Tuesdays at 1:30 p.m. Please come and join in with your pennies.

3. Exercise class is on Thursday at 10:30 a.m.

4. Let me know if you are interested in having the paper read with a general discussion to follow.

5. Please tell me if you have any suggestions for new programs or events.

#### NEW BUSINESS:

- Discussion of extension of contract for Executive Director services to the Groton Housing Authority. Following discussion, a motion was made by Commissioner Savin and seconded by Commissioner Bogue to agree to a reduction of \$5 per hour for the Groton Housing Authority, extending the term for twelve additional months. Voted unanimously.

#### OLD BUSINESS

- Update on 501©Status of 501(c)(3) Non Profit Designation. We are still waiting as the process normally takes approximately 90 days.
- 2015 CDBG small Cities Grant Application Update. The Executive Director stated that due to the fact that money was returned from a previous grant under the previous Director, the Stonington Housing Authority will most likely be penalized for 3 years. The

Executive Director will contact Representative Diana Urban and ask for her assistance in this matter.

- Strategic Planning – The meeting has been planned for June 25<sup>th</sup> from 3-6 p.m.

#### PUBLIC COMMENT

- Resident Barbara DelBene inquired about the guest policy. It was discussed that guests may stay up to fourteen days with notification made to the office prior to their arrival.
- Resident Joan Driscoll inquired about the future repairs if we don't receive the CDBG grant. Executive Director Elaine Schmidt explained that she had applied for another grant and there are still others that will be applied for throughout coming year.

#### ADJOURNMENT

A motion was made by Commissioner Leamon and seconded by Commissioner Bogue to adjourn the meeting at 4:59 p.m. The motion carried 3-0-0.

Respectfully submitted,

Julie Savin, Acting Secretary