

Stonington Housing Authority  
Edythe K. Richmond Homes  
Community Building  
June 11, 2015  
Minutes

**CALL TO ORDER:**

Chair Thomas Hyland called the regular meeting of the Stonington Housing to order at 4:03 p.m.

**ROLL CALL:**

Those in attendance were Chair Hyland, Commissioners Julie Savin, Janice Bogue, Kate Careb and Executive Director Elaine Schmidt, Chuck Roberts, Sharon Drago and five residents. Absent Beth Leamon but available via phone.

**MINUTES:**

A motion was made by Commissioner Savin and seconded by Commissioner Careb to dispense with the reading of the minutes of the May 14, 2015 minutes and approval of the minutes, as written. Motion passed unanimously 4-0-0.

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

Vice Chair Savin presented the Treasurer's report for May 31, 2015 showing a balance of \$2,311.00 in the Citizen's Pet account, a restricted cash special deposit of \$500.00 and \$10,466.79 in the citizen's checking accounts, with a total in all Citizen's checking accounts of \$13,277.79. With regard to savings and investments; \$792.10 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 \$117,268.36 in Charter Oak (Jumbo Money Market) with a total of \$465,502.44 in all Savings and investment Accounts, \$200.37 in petty cash bring the GRAND TOTAL of all savings and checking assets to \$478,980.60.

**BILLS AND COMMUNICATIONS:** None

**REPORT OF THE EXECUTIVE DIRECTOR:**

1. Executive Director Schmidt advised our PILOT payment has been reduced from 10% to 6% as a result of Chair Hyland, Commissioner Careb and ED Schmidt attending the May 27, 2015 meeting of the Board of Selectmen. The Board of Selectmen noted we could request further reductions in the future. The PILOT savings is \$10,227.88 based on 2014 income and utility expense.
2. Thanks to Priya Morganstern from Pro Bono Partnership we have the new proposed amended bylaws which will be discussed under another agenda item.

3. A notice was received from CHFA that we did not have any deficiencies in our Housing Tax Credit Contribution Program application (HTCCP), however, we received our Federal 501(c)(3) designation much sooner than expected and I received the letter from Wayne Green, Building Official and the information was forwarded to CHFA

4. We are putting together an application for the CHFA Resident Service Program for up to \$5,000. The residents wanted to replace the wood rectangular tables for plastic ones similar to the round tables. We are also looking for a new table for the puzzles that is larger than a card table. The residents also wanted to replace the large red arm and armless chairs with ones, that are not as heavy and stackable, and 2 new bookcases. The residents would also like the community room carpet to be replaced since it is old and has several stains, however, the cost is over \$5,000 to just replace the carpet.

5. Chuck and I attended the Fair Housing Training on May 21<sup>st</sup> from 10 am to noon in New London. The meeting was informative and was well attended.

6. We had our Memorial Day picnic on June 4<sup>th</sup>. Fifteen residents attended. We provided the hot dogs, hamburgers and cheeseburgers and the residents provided the salads and desserts. We truly have some great cooks in residence. I'm back on baked bean detail.

7. All leases are signed and the new lease amounts have been changed in the system.

8. Chuck and I have started doing the annual inspections. We are scheduling 4 buildings each week and will be complete by the end of June. The majority of the apartments are very neat and orderly. The consistent complaint is the bathroom pipes being rusty, the exhaust fans very loud and the fixtures old. Also, the flooring is old and in a few apartments the flooring is separating. If awarded either the CDBG Small Cities or the CHFA HTCCP funds we will be able to replace the bathroom fixtures and the flooring.

9. The Town marked off the sink hole and Chuck put up cones. They advised we are on the schedule to repair the sink hole in the next 3 weeks.

10. We are fully leased up. One of the two vacancies from last month was leased on May 14<sup>th</sup> and the other was leased as of June 1<sup>st</sup>.

11. Brookside Electric will be starting on June 8<sup>th</sup> to repair the site lights that CL&P has approved for payment.

12. On June 4<sup>th</sup> Kristen King from Social Services brought 3 first and second graders from West Vine School, for the second year, to do our Kids Care Flower Planting. Commissioner Bogue along with Ruth Nolder and David Wood assisted the children with the planting. The plants were put in the flower beds near both entrances to the community buildings. Flemings donated the plants and I have sent them a letter of appreciation. ED Schmidt also noted the flower paintings on the board that were done by the students.

13. As of June 4<sup>th</sup> we received 33 applications for the Office Assistant position. Sharon Drago and I reviewed the applications. Of the 33 applicants, we found 11 to appear to have the qualifications, especially Quick Books that is necessary for the position.

14. For April Chuck completed, 75 total work orders, 34 for grounds, 3 for plumbing, 16 for electrical, 8 for cleaning 9 for painting and 5 for carpentry.

#### REPORT OF THE RESIDENT COMMISSIONER:

1. Bingo every Tuesdays at 1:30 p.m. Commissioner Bogue encouraged residents to attend.
2. June 4<sup>th</sup> Kids Care Flowering Planting was fun. It is nice to walk up to the Community Center and see additional flowers. Thanks to Elaine and the tenants who turned out.
3. June 4<sup>th</sup> Memorial Picnic was very much enjoyed by all who came. Between what was donated by SHA, residents and staff, we had great food and visits with neighbors and staff.
4. Welcome baskets were made and delivered to 7 newer residents. Thank you to Ruth Nolder, Patti Piccolo and Vera Shaw.

#### NEW BUSINESS:

- Discussion of the amended bylaws by Chair Hyland stating the new bylaws were needed based on our current business practices. Chair Hyland made a motion to accept the new bylaws and seconded by Commissioner Careb. Voted unanimously, 4-0-0.
- Resolution 2015-5 ADOPTION OF AMENDED AND RESTATED BYLAWS. Chair Hyland read the resolution:  
WHEREAS, Stonington Housing Authority (the "Authority") desires to update its existing bylaws to more accurately reflect its current operation and governance;  
WHEREAS, a copy of the proposed amended and restated bylaws is attached hereto as Exhibit A;  
THEREFORE RESOLVED, that the amended and restated bylaws are hereby adopted as the bylaws for the regulation and management of the business and affairs of the Authority.  
Chair Hyland made a motion to accept Resolution 2015-5 as read and was seconded by Commissioner Bogue. Voted unanimously, 4-0-0.

#### OLD BUSINESS

- Update on 501(c)(3) Status of Non Profit Designation. We received our Federal status within 3 weeks which was amazingly quick. Attorney Mack has filed the State paperwork.
- 2015 CDBG small Cities Grant Application Update. The Executive Director stated that she attempted to contact State Representative Diana Urban at both offices but did not have an opportunity to speak with anyone, she then sent an email and did receive a reply that a follow up email was done with CT Department of Housing.
- Strategic Planning – The meeting has been planned for June 25<sup>th</sup> from 1:30 to 4:30 p.m and it was confirmed that all were able to attend.

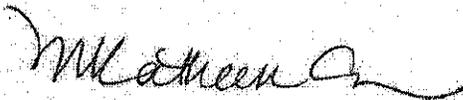
#### PUBLIC COMMENT

- Resident Pettinari requested an explanation on the Strategic Planning. Chair Hyland envisioned that the Board would plan what the Housing Authority would accomplish in the next 5 years and where we want to see the housing authority. Commissioner Careb added that we collectively would come up with innovative ideas on how to improve the facilities and raise money and be able to make more improvements.
- Resident Cullen asked to explain the Bylaws. Chair Hyland explained they were a better representation of doing business and it provided a statement of how the Commissioners function.
- Resident Lanphere asked what we were doing about the smokers since you can still smell the smoke and there are cigarette butts on the ground. Board members and ED Schmidt discussed the need for residents to provide the office with date and time when they smelled smoke and then action could be taken. Other residents also discussed their concerns. Resident Pettinari discussed the options of making friends with the smokers and giving them positive reinforcement to stop smoking.

#### ADJOURNMENT

A motion was made by Chair Hyland and seconded by Commissioner Savin to adjourn the meeting at 4:32 p.m. The motion carried 4-0-0.

Respectfully submitted,



Kate Careb, Secretary