

DRAFT
Stonington Housing Authority
Edythe K. Richmond Homes
Community Building
July 9, 2015
Minutes

RECEIVED FOR RECORD
STONINGTON, CT
15 JUL 16 AM 10:32
CYNTHIA LADWIG
TOWN CLERK

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, Beth Leamon, Executive Director Elaine Schmidt, Chuck Roberts, Becky Champlin.

MINUTES:

A motion was made by Chair Hyland and seconded by Commissioner Bogue to approve the minutes as written of the June 11, 2015 meeting. Chair Hyland had two corrections. Motion passed unanimously 5-0-0.

READING OF THE TREASURER'S REPORT:

Vice Chair Savin presented the Treasurer's report for June 11, 2015 showing a balance of \$2,311.00 in the Citizen's Pet account, a restricted cash special deposit of \$500.00 and \$14,807.37 in the citizen's checking accounts, with a total in all Citizen's checking accounts of \$15,307.37. With regard to savings and investments; a total of \$445,502.54, \$200.37 in petty cash bring the GRAND TOTAL of all savings and checking assets to \$463,321.28.

BILLS AND COMMUNICATIONS: None

REPORT OF THE EXECUTIVE DIRECTOR:

1. ED Schmidt introduced Rebecca (Becky) Champlin from Westerly who has joined the staff today as our new Office Assistant. Becky's hours will be Monday through Friday 10 am to 3 pm. She has extensive Quickbooks experience which should allow us to do more of the reporting, in house, rather than utilize our accountant, as was previously anticipated. During her first week there will be rent collection, the July 4th picnic on July 9th and the Board meeting. I've asked Helen Ursini, the temporary Office Assistant, to stay on for the 6th and 7th to help Becky with the rent collection and phone answering since it will be unusually busy.
2. Chuck and I have finished all but 3 buildings for the Annual Inspections. The last 3 buildings will be completed next week. Chuck is now working on the repairs that we found. All of the apartment filters for the heat pumps need to be cleaned. The bathroom and kitchen exhaust filters also need to be cleaned. Some of the exhaust fans sound like a plane taking off. Other consistent repairs we found are storm doors that don't latch well and need to

have the handles replaced or the latch. The flooring and rusty sink piping which would all be replaced if we receive the grant funds.

3. Thanks to Priya Morganstern from Pro Bono Partnership we also have the new Conflict of Interest Policy that will be discussed under another agenda item.
4. I spoke with staff from CHFA on the HTCCP scoring. They reduced our scoring by 17 points. They added 5 for a complete application but took points off for us not having a building permit. I explained we received a letter from the Town Building Department that our plans and specifications were in order and we could get the permit. I also explained that if we didn't get the funding we couldn't do the work and it was expensive to get a permit if we weren't going to do the work. They said they would bring it to the Committee for discussion. They also reduced our points for not having a letter from our Auditor declaring we had the matching funds available. I had spoken with Commissioner Savin and she stated her organization did a letter from the Executive Director stating the funds were available and it had not been questioned in the past. Chair Hyland asked when we would know if we were approved and ED Schmidt said September 1st
5. Please note on the financial reporting that we needed to withdraw \$20,000 from our Money Market funds. We had insurance policies, the PILOT (anticipated to be paid in August) and a 3rd payroll that we budgeted for July (July 1 payroll) but ADP withdrew the funds when it was processed on June 29th. We will have funds to transfer back in to the Money Market account in Citizens that will allow us to have better cash flow control, if necessary. Chair Hyland asked if we could add funds into the Money Market and get interest. ED Schmidt replied yes.
6. We had a large limb break on a pine tree near building 11. It appears it was struck by lightning. Chuck was able to take the majority of the limb down but the largest part near the tree trunk was too close to the site lighting. He hired our lawn contractor who had a lift truck that was able to get in close and to cut the limb safely. (Photo attached)
7. CHFA advised we cannot apply for the Resident Service Program until September. Each application must be a year apart.
8. ED Schmidt reported our Fourth of July picnic was held today. We had over 40 residents attending and provided photos of the party. This was the largest group other than the holiday party. This picnic is being paid for by the Rhode Island Foundation by the family of Edythe K. Richmond. This is not a pot luck. We supplied all the hot dogs, hamburgers, cheeseburgers, salads, refreshments and dessert. I went to BJ's with a 60 day free membership coupon to get the paper supplies. When I went on Thursday, they offered a membership for \$40 instead of their regular \$50 fee so I purchased a membership for us. I can go there and buy all the supplies for our events and not have to go to 3 different stores. I also ordered the cake for the July 4th picnic. I had gone to Stop and Shop on Thursday to

buy the hamburgers, since they were on sale, and put them in our freezer, however, now that we have the BJ's membership we can do one stop shopping.

9. The raised garden beds taken care of by the residents is producing lots of radishes and lettuce. There are lots of tomatoes on the plants, green beans, spinach and squash that will be ready for picking in the near future. Two residents Ruth Nolder and David Wood have been the consistent garden waterers. They are also watering the planters and window boxes.
10. There was a rather new car with a New York license plate parked in our parking lot near building 15 for almost 2 weeks. We asked several residents if they knew who the car belonged to and no one seemed to know. We contacted the police and they advised the car was not reported stolen. We contacted a local tow company and they towed the car almost 2 weeks ago. The tow company advised it was the neighbor's friend, from Courtland St., who went on vacation and left her car in our lot.
11. The Town advised they will fix the sink hole next week, weather permitting.
12. There is a leak between the siding and the balcony decking on building 12. It is leaking down to the lower level apartment window and outside wall of the bedroom closet. There is some rot showing on the upper sill of the window. Chuck originally thought we needed to replace the window. Chuck received 3 quotes to make the repair the water getting in but one of the contractors suggested the solution was to use a high grade silicone caulk along the upper decking edge where it meets the building which Chuck can do. Chuck will do both buildings 11 and 12.
13. Brookside Electric completed the repairs to the site lighting. They also removed a new fixture that was in the woods near building 10 and changed out the 1 old round globe fixture that wasn't changed in the parking lot for buildings 11 and 12 and the residents are very pleased. We received the invoice and forwarded it to CL&P for payment. Our contact at CL&P emailed to make sure this was the final payment for all the work and will now process the payment to us.
14. For June Chuck completed, 151 total work orders, 108 for grounds, 11 for plumbing, 7 for electrical, 6 for cleaning and 19 for carpentry.

REPORT OF THE RESIDENT COMMISSIONER:

- Resident Commissioner Bogue stated that it had been very quiet. Bingo is still being held on Tuesdays and the July 4th picnic was a real success. A lot of folks helped to make it happen.

NEW BUSINESS:

- Review and Adoption of Conflict of Interest Policy. A motion was made by Chair Hyland and seconded by Commissioner Savin to adopt the policy. Motion carried unanimously 4-0-0.

Chair Hyland passed the Acknowledgement and Disclosure Statement to the Commissioners to review and sign. It was also discussed that the Policy needs to be changed where noted from Commissioners to staff and all staff are to sign a similar Acknowledgement and Disclosure Statement.

OLD BUSINESS

- 2015 HTCCP and CDBG Small Cities Grant Application Updates. ED Schmidt stated that we should know on September 1st for the HTCCP but was not sure for the CDBG Small Cities Grant. Hopefully we would know sometime in September.
- Strategic Planning – It was decided this should be on the Greater Stonington Realty Corporation agenda and not the housing authority.

PUBLIC COMMENT

- Joan Driscoll was the only resident in attendance and she remarked she had a great time today at the picnic. She said it was a wonderful to see so many residents including many new residents attending.

ADJOURNMENT

A motion was made by Chair Hyland and seconded by Commissioner Savin to adjourn the meeting at 4:28 p.m. The motion carried 4-0-0.

Respectfully submitted,

Kate Careb, Secretary