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

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, Vice Chair Julie Savin, Commissioner Kate Careb (arrived late), Commissioner Beth Leamon (arrived late), Resident Commissioner Janice Bogue, Executive Director Elaine Schmidt, and Becky Champlin.

PUBLIC COMMENT

Ed Steele, Susan Jones, Kevin Oliveira, and Tom Wholean spoke to the Board of Commissioners about the communication they received regarding the fact that Edythe K. Richmond homes property is private. They expressed two concerns. They thought the property was public because of the signs that say Town of Stonington and the fact that the Town snowplows make a courtesy sweep through Sisk Drive. The second concern involved the money Edythe K. Richmond receives through grants.

The Board of Commissioners collectively made it clear to the neighbors and residents that the property is private and that the grants we receive, in no way, reflect ownership of the property. One of the neighbors noted that at the Town website the organizational chart is misleading about whether the property is private or public.

Several residents took the floor to express their own individual feelings.

Chair Hyland made the motion that visitors come to ED Schmidt to ask permission to be on the property if they are not visiting residents. Vice Chair Savin asked to table the vote. Commissioner Careb recommended holding a Special Meeting within the next four weeks before the next August Regular Meeting. Chair Hyland withdrew the motion.

(PUBLIC COMMENT CONTINUED DUE TO SCHEDULING RESTRAINTS):

Barbara Delbene and Donna Haggerty took the floor to discuss ongoing concerns regarding their neighbors. Chair Hyland asked for an update on the cigarette smoking alarms. ED Schmidt reported the alarms have been returned to the company for repair.

MINUTES:
A motion was made by Chair Hyland and seconded by Resident Commissioner Bogue to approve the minutes of the June 9, 2016 meeting with amendments. Motion passed 3-0-0 (Commissioner Careb and Commissioner Leamon left early). A motion was also made by Chair Hyland and seconded by Vice Chair Savin to approve the minutes of the Special Meeting held on June 13, 2016. Motion passed 3-0-0.

READING OF THE TREASURER's REPORT:
Commissioner Savin presented the Treasurer's report for June 30, 2016 showing a balance of $3,037.50 in the Chelsea Groton Pet account, $200.00 in the Citizen's checking account, and $8,864.78 in the Chelsea Groton checking account for a total of $12,102.28 in all checking accounts. With regard to savings and investments; a total of $475,706.80, $50.52 in petty cash bring the grand total of all savings and checking assets to $487,859.60.

BILLS AND COMMUNICATIONS: The following two communications were received and read by Commissioner Careb:

TO: Kate Careb

FROM: Concerned Neighbor of SHA

Hi Kate,

I'm not able to make the meeting today. If you are comfortable with it, I ask that you share these thoughts:

Based on the desire for all to be good neighbors, it would seem the housing authority might want to rethink the idea of sending residents to an area that borders two neighbors' yards to smoke. The smoke wafts into those homes and yards. That was a complaint mentioned to me. This scenario just seems odd and inappropriate. Can the authority consider providing an area for smokers on site?

No one who lives off the site should have a need to walk through the property or on property sidewalks. I agree. The road, however, is another story. For the few of us who border the property not to be able to make the loop if necessary – on rare occasions – is not neighborly. I hope the board agrees that denying such use would be considered less than neighborly.

It would be neighborly for residents and their visitors to drive at 10mph or less on the road for safety reasons.

It would be neighborly for residents to refrain from throwing cigarette butts onto neighbors' properties or even along their properties. That's called littering.

Please let me know if you feel it's inappropriate for you to share these comments.

David

The second communication is as follows:

To Whom It May Concern, June 13th, 2016

I have lived at 4 Courtland St in Pawcatuck for 29 years. I am writing to express my concern about the new policy that restricts neighbors from being able to walk on the sidewalk along Sisk Drive or ride their bikes along the road.

I have walked on Sisk Drive since we moved here. My children used to ride their bicycles on the road (they would go to the pond to watch frogs). We have always respected the people we have met from Edythe K. Richmond homes and have had numerous conversations with them. Denying access appears to be new policy. I think it is unfortunate and very unfriendly. We help out our neighbors in need and they help us. I consider the residents of Edythe K. my neighbors. Please change this

restrictive, unfriendly, and unneighborly policy and allow people from Edythe K. Richmond homes to see and talk to their neighbors from the streets nearby.

Sincerely,

Sara Hewson

REPORT OF THE EXECUTIVE DIRECTOR:

1. We did get the confirmation from CHFA that Eversource has committed the $500,000 to Greater Stonington Realty Corporation for the HTCCP funds.
2. The best news, we are OUT TO BID on the Renovation Project. It was advertised on Friday, July 8th and we have copies of the plans and specifications at the office and a copy at Town Hall. The contractors can buy their copy from Printing Plus in Westerly. The pre-bid walk through is scheduled for July 18th. We have 6 residents who have offered to open their apartments for the contractors to see the different apartment layouts. I contacted 3 contractors to advise them the project will be out to bid and the contractor who did the previous upgrades is also aware. The more contractors we get to bid the better the price should be.
3. We will be holding another Resident Meeting after the pre-bid walk through, once we get some contractor feedback. We will hold another meeting after the bid opening which will be August 4th. We don't anticipate construction starting until at least mid-September or early October. We expect it will be a minimum of 6 months to complete the project, which will now be partially in the winter which slows down construction. We will keep the residents updated with notices as we have new information. We are going to try to work a building schedule that will be the most equitable for all. This will need to be determined once the contractor is selected.
4. We distributed the notice on No Trespassing Issues and Cigarette Butts on Neighbor's Property on June 16th to the residents along with a vote for each resident. As of today we have 46 votes out of 65 residents. The votes for I want non-visitors, who have been granted prior permission from the EKR ED, to be able to enter the property totaled 30 votes and I do not want non-visitors to come on our property totaled 16 votes. Approximately 71% of the residents voted.
5. We have one vacant unit. An applicant is coming to look at the apartment this week.
6. Becky and I met with Carol Umphlett concerning about 6 residents who need extra care. Carol is providing us with the contact information for the agencies. Hopefully the residents will be agreeable to needed services so they can live independently.
7. We held the Resident Tag Sale on Friday, June 24th and Saturday, June 25th. We had 10 residents who participated plus we had an SHA area where we cleaned out the garage of household items and furniture of former residents. We made $233.50 which is being deposited into our account to be used for future resident expenses. The residents enjoyed the 2 days and did a lot of chatting and helping each other out. Becky helped relieve residents when they needed a break and assisted with the SHA table and collection of funds. The items that were left, that no one wanted, were brought to the transfer station

by Ruth Nolder. We had posters made and they were distributed by Ruth Nolder, Becky and myself to 14 locations and we put an ad in the Westerly Sun. Ruth Nolder and Ron put up signs and balloons at intersections. Hopefully, residents had an opportunity to make a little money and sell some of their unwanted items.

8. The auditors came for their second site visit and have completed their report which will be discussed under a separate agenda item. I sent a copy of the draft audit report to CHFA for them to begin to review.
9. I sent a letter to 7 applicants that are on our waiting list to advise them of the base rent increase for new residents that will be effective September 1, 2016. Of the 7 applicants, 4 have responded that they are still interested. One of the applicants advised they were a smoker so he is no longer on the waiting list. We will be opening the waiting list again this month.
10. Our new Welcome to EKR and the Rules and Regulations are printed. Becky is beginning to provide a copy to all the existing residents as they come into the office. At the same time they are signing a copy of the Smoke Detector, Heat Detector and Call for Aid Addendum that CHFA advised, during their site visit, was necessary based on a new law. Both documents are being signed as an acknowledgement of receipt and Becky will put them in the resident's file.
11. I attended a meeting of Service Providers at Stonington Human Services on June 15, 2016. It is an opportunity to combine resources and information for our residents. In addition to Human Services staff, the agencies represented included VNA Wellness, PACE Adult Daycare, Pawcatuck Neighborhood Center, TVCCA, Seniors Helping Seniors and Senior Resources. Seniors Helping Seniors has a program where seniors can be paid to drive others to appointments, help with other needs and be paid $10.00 per hour. I left a few brochures out for our residents who may be interested. Diego attended the meeting and after the meeting the representative from PACE Adult Daycare asked if Diego could volunteer to come and visit with the folks at Adult Daycare. I went last week to introduce Diego and he was a big hit. He was warmly welcomed and it was so sweet to see the participants pet or hold Diego. He will be going once a week for an hour.
12. A resident, Donna Haggerty, has implemented an American Sign Language (ASL) class on Monday, August 11th and will continue each Monday afternoon for 4 to 6 weeks at 1:30 pm Today we learned several signs for sorry, please, poor, HaHa, silly/tease, again, happy, sad, laugh, crazy, furious, telephone, thank you and cry and A-K of the alphabet. Donna was great and very patient. We had 12 residents and myself participating for the 1st session. We have a few residents and Becky that could not make it but will be joining next week. It was fun and Donna is so pleased to have residents want to be able to communicate with her. We need to practice daily so we can communicate. You are welcome to join the group.
13. On June 30th we held our annual July 4th picnic that is funded through the Rhode Island Foundation set up by the Richmond Family. We had 29 residents and 3 staff attending. Ron did an awesome job cooking the hamburgers, cheeseburgers and hot dogs. We ordered potato salad from Dunns Corner, the cake from Vesta's Bakery that was divine

and I couldn't disappoint and made the baked beans. One group sat outside since the weather was so great. Everyone had a great time and so enjoyed the food and the company. The residents love the grilled food. I will send a report with the expenses to RI Foundation soon for reimbursement.

14. On June 16th 10 residents along with Becky and I went to Iggy's in Narraganset, RI for lunch. Ruth drove Vera's car and Becky and I also drove. We had a great lunch and did a little tour of Narraganset and all were very pleased.
15. The activities continue in the community room from the daily reading of the newspapers, Scrabble, Yahtzee, Bingo and Chair Exercise. More and more residents are participating.
16. The raised community garden tomato plants are getting so large they need to be supported by more than the cages. The tomatoes are beginning to ripen so we should have a bumper crop this year. The male residents have been watering and Ruth Nolder set up a calendar for each of them.
17. Becky keeps the monthly calendar of events updated.
18. Ron has provided the following information on the Maintenance status for mid-June to date:

- Numerous work orders were handled during this period. Copies on file.
- Continuous grounds work, hedge/tree trimming.
- Apartment 12-3 renovation completed.
- Worked the grill at the resident 4th of July celebration.
- Ordered and installed wireless strobe type door knockers for two hearing impaired residents.
- Relocated three "Private Property" signs.
- Community Building and Garage power washed.
- Handled numerous re-inspections.
- Helped residents set up for tag sale.
- Grounds inspected daily and cleared of trash and debris.
    - *Ongoing projects for summer 2016:*
- Remove roof moss buildup on some of the buildings.
- Remove mold from buildings needing it.
- Repair broken fencing on outside storage enclosures.
- Install drainage system behind bldg. 2.
- Clean out all paths leading to drainage outlets.
- Repaint all parking lot lines.

19. The following financial reports:
    Cash Balances
    Variance Report
    Year to Date Budget vs Actual
    Bank Reconciliations
    Capital Improvements

REPORT OF THE RESIDENT COMMISSIONER:
6/16/16: Iggy's trip was a lot of fun. The food was very good and enjoyed by all that went. Thank you to staff and drivers.
6/30/16: Thanks to staff, Commissioners, and helpers. Our July 4th picnic celebration was appreciated by all the residents who attended. The Italian strawberry cake was outstanding, as was all the food. It was a good opportunity to visit with everyone.
Weekly: Bingo, Scrabble and Yahtzee continue to be a success.
Mondays: Thanks to Donna Haggerty for teaching the Sign Language class at 1:30p.m. on Monday. The class is fun and teaching us new skills!
You've Been Spotted: Megan Falcone has been helping out with events (setting up, cleaning up) and with games. Denise Parzych and Kevin Pettinari have been contributing their time up "on the hill". Thanks to them for pitching in.

NEW BUSINESS:

- Review of 2014 and 2015 Audit: Chair Hyland motioned to accept the audit prepared by Maletta & Company CPA'S as presented with corrections. Vice Chair Savin seconded the motion. Motion passed 4-0-0.
- Master Key Policy: Chair Hyland motioned to accept the Master Key Policy presented by ED Schmidt. Vice Chair Savin seconded the motion. Motion passed 3-0-0.

OLD BUSINESS:

- 2016 HTCCP and 2015 CDBG Small Cities Grant Update: ED Schmidt referred to the Executive Director's Report for the update.
- Fellows St. Extension discussion was tabled.

EXECUTIVE SESSION TO DISCUSS OFFICE ASSISTANT INCREASE:

Commissioner Bogue made a motion to adjourn to Executive Session. Vice Chair Savin seconded the motion. Chair Hyland made the motion to return from Executive Session. Commissioner Bogue seconded the motion.

ADJOURNMENT: Motion was made by Chair Hyland and seconded by Commissioner Bogue to adjourn at 6:18 p.m. Motion passed 3-0-0.

Respectfully submitted,

Kate Careb, Secretary