RECEIVED FOR RECORD
STONINGTON, CT.
16 SEP 12 PM 1:02
CYNTHIA LADWIG
TOWN CLERK

**DRAFT**

Stonington Housing Authority
Edythe K. Richmond Homes
Community Building
September 8, 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, Commissioner Beth Leamon, Resident Commissioner Janice Bogue, Executive Director Elaine Schmidt, Becky Champlin, and Ron Normand.

MINUTES:
A motion was made by Chair Hyland and seconded by Commissioner Bogue to approve the minutes of the August 11, 2016 meeting with amendments. Motion passed 5-0-0.

READING OF THE TREASURER's REPORT:
Commissioner Leamon presented the Treasurer's report for August 31, 2016 showing a balance of $3,172.00 in the Chelsea Groton Pet account, $190.84 in the Citizen's checking account, $589.16 in the Chelsea Groton Operating checking account, with a total in all Citizen's checking accounts and Chelsea Groton accounts of $3,952.00. With regard to savings and investments; a total of $477,033.09 and $101.15 in petty cash bring the grand total of all savings and checking assets to $481,086.24.

BILLS AND COMMUNICATIONS: Four communications were received and read by Chair Hyland.

The first one To: Tom Hyland, Chair Person @ Edythe K. Richmond Homes dated 8/4/2016 reads as follows: Dear Tom, My name is Joy Griffin, Bldg. 1, Apt. 2, Sisk Drive, Pawcatuck CT, 860-599-1055. I have been a resident here for almost 3 years. I understand we are not allowed to have dogs here. That is okay with me, since I have a gray cat named Smokey. Smoky loves "go for a walk" from my place almost to the community room and walks beside me like a "big" protector. However, I do not appreciate the freedom of "Diego" (Elaine's dog) to chase almost attack my cat who bothers nobody, and is well liked by most folks. Diego ran out of the slow moving door of the community room, and chased Smokey almost all the way up the sidewalk to my apartment! She (Smokey) was terribly frightened and didn't want to go out for a while. If he had really attacked and killed my pet, there would have been a lot of trouble! I was told to contact you. I know of other cats who enjoy the little freedom of being outside occasionally. Please speak to Elaine about her dog! I really am upset about this and do not want to confront her. Thank you so much! Joy B. Griffin (860) 599-1055. Wed. 8/10/2016 P.S. One day this week, in addition to the complaint in this note, Diego (even though on a leash held by Donna H.), lunged after Smokey who was heading up the sidewalk after I got my mail. J. B. Griffin.

The second communication reads as follows: August 31, 2016 Dear Stonington Housing Authority Board of Commissioners: Hospitals, nursing homes, rehabilitation centers, senior citizens' facilities welcome service dogs and so do we. The majority of our residents greet our service dog with smiles

and happiness. He brings great joy to our residents every time they see him. Service animals play an important role in combating depression, loneliness and the boredom of our daily lives. There are always a few people who will find fault with our service dog, Diego, but the majority of our residents clearly enjoy him. Thank you for your compassion in respecting our needs. Respectfully, (signed by 42 residents).

The third communication reads as follows: Greetings, 9/7/2016 In regards to my letter that I submitted at the August 2016 meeting of the Board of Commissioners, I would like to extend and give all concerned parties my sincere apology for said letter. As I would find out, after the fact, it clearly lacked important details and points that needed to be included. So, for the record, I apologize for the letter, and sorry that I did not have all the facts beforehand. I'll see to it that I do have the whole "story" in the future. Regarding Elaine's dog "Diego" I could not find anything in the rules that says that we can't have dogs visit us here at EKR Homes. This said, I was all too happy to sign the petition to allow Diego to continue visiting us here at EKR Homes. He is a great companion to many of the residents and is a "breath of fresh air!" Respectfully submitted, William Nunez "Dade" 11-4.

The fourth communication reads as follows: Dear Board, I am unable to attend the meeting tonight but I wanted you to know how relaxed I feel after the meeting we had about the improvements. The plans are in place and it seems to working very well! Thank you, Rosanne Cullen, 5-1.

REPORT OF THE EXECUTIVE DIRECTOR:

1. The bid opening was held on August 18, 2016. The bid results were emailed to you. DEF Services Group, Ltd is the apparent low bidder. Larry Wagner is in the process of checking the reference, insurance and bonding requirements for DEF to assure they have all the regulatory documents necessary to follow through with the contract. On August 31, 2016 and September 6th David Wert, DRW Architectural Services, who worked for the architect and prepared the majority of the specifications, 2 representatives from DEF and myself met to review the base bid and the add alternates to determine how we can maximize the funding available. Jason Jacaruo from DEF is working on the construction schedule. We anticipate they will be able to start mid-October. The project will be divided into 2 areas, the first with the replacement of the window sash and hardware, the front entry doors and storm doors and the bedroom storm doors. The second is the interior work which will include new bathrooms, flooring, replacement of the interior doors, cleaning of the sanitary lines, insulation between the non-cinder block dividing apartment walls and replacement of the kitchen and bathroom exhaust fans with cleaning of the ductwork. We are working on a schedule to assure we are complete within the CDBG Small Cities guidelines. The contractor believes we have sufficient time to complete all the units within the timeframe. We plan to do only 2 apartments at a time so we can utilize the 2 vacant units we have. If a resident is able to leave for a week to stay with friends or family then those units will be scheduled sooner. This allows us to save a considerable amount of money on motel and moving expenses which can be used for renovation costs. Ron and one or two part-timer staff will do the moving. Residents will take just what they need in the apartment for a week and the rest of the furniture will be stored in the garage. I contacted a few local motels/hotels and the best price I was quoted was $50.00 per night or $250.00 per week per unit. Becky and I met with Vicki and Barbara from Pawcatuck Neighborhood Center and they had agreed to

provide transportation, breakfast and lunch at PNC 4 days a week. All the motels/hotels had mini refrigerators so residents would be able to bring some food but it would be difficult, at best. We also have sufficient funds to replace the carpeting and windows in the community building. We are meeting with the residents on Wednesday September 7th to review the latest update from my meeting today with the contractor.

2. Chair Hyland and I met with Chief Stewart and Captain Olson concerning security at SHA. Chief Stewart provided us with the Property Under Surveillance signs for the 3 entrances to the property. The Chief also arranged for Officer Kerry Manley to speak to the residents on September 8th on safety.
3. I met with Selectman Mike Spellman and a resident of CT Avenue about the neighbor's concerns regarding SHA resident smokers being in the road and the potential safety issues.
4. Resident Commissioner Janice Bogue and I attended the ConnNAHRO conference and we both attended the session "How-To" on Moving to Smoke-Free Housing. Federal Housing has pending legislation to prohibit smoking in all Public Housing. Representatives from Milford and Newington Housing Authorities were the speakers. The Milford HA Director advised he did a study and it costs 6 times more to clean and repair a unit from a smoker than a non-smoker. They act on complaints about the smell of smoke coming from an apartment and send a lease violation notice and have a step by step methodology through to eviction. Both speakers spoke about the economic savings in the cleaning and repair of a vacant unit from a smoker or incidentals like window shades and plastic covers on light fixtures that yellow from the smoke, the public safety factor in the prevention of household fires and the public health issue from second hand smoke as the major factors on why they do not allow smoking. I am researching an Air Quality Machine that can be purchased that will allow you to measure if there is smoke smell in an apartment from the threshold. This would allow us to respond to a complaint from a neighbor who smells smoke and we would not need to enter the apartment to determine if the resident or guest is smoking and can proceed with the necessary notices. This machine is being used by the Milford HA and he showed a graph chart of an apartment that was smoke free and one that wasn't. Both speakers said they did allow the vapor or e-cigarettes, however, there are reports of the e-cigarettes to explode and cause fires or burns to the user. There is no reasonable accommodation for smokers as they are not a protected class. The opening speaker was Jon Stetson for whom the program, The Mentalist, was created. Other sessions were centered around planning for the housing authority future needs which included strategies for adapting and sustaining your HA as well as a discussion on increasing rents to allow for continued modernization of the facilities, creating a resident council to cultivate greater resident involvement and a Roundtable session with representative from HUD, CHFA and DOH where participants asked questions and shared ideas especially in the area of applying for funding for existing and new projects.
5. I met with 3 representatives from authorized contractors through Eversource who have evaluated the lighting in the community building to be more energy efficient. They are preparing proposals to either replace or retrofit the existing fixtures. The cost will be shared by Eversource, and us. Our cost will be the differential from the existing electrical supply

cost and our new monthly savings until our portion of the cost is paid off at which point our costs will decrease. The contractors also stated that Eversource will contribute the majority of the costs.

6. To date we have received 8 applications for housing.
7. We have two vacant units and as stated above they will be held for the construction as will others if they become available.
8. A resident, Donna Haggerty, has continued with our American Sign Language (ASL) classes. .
9. On August 24th a group of residents, Becky and I carpooled and made our second trip to Monahan's in Naragansett for lunch. It was a weather perfect day and everyone enjoyed the event. In September we are going to Smith Acres Nursery to get our fall mums and have lunch at Lillian's café and October we are planning an International lunch and residents will bring food from their ancestry.
10. Our Labor Day picnic was held on September 1st at noon. In spite of the rain, Ron cooked on the grill. We had 27 residents who attended. It was a great day, in spite of the weather. Residents had a choice of bringing a dish or food item or giving $3.00. The net cost to SHA was $52.05.
11. 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.
12. Becky will provide the September calendar of events at the meeting. Thanks to Ruth Nolder for the attractive, back to school look paper.
13. Ron has provided the following information on the Maintenance status for mid-August to date:

    Numerous work orders were handled during this period. Copies on file.
    Received clearance from DIGSAFE. Completed planned drainage system project behind Building 2. Pictures of the project will be at the meeting.
    Installed "Camera Surveillance" signs at the three main entrances.
    Re-installed "Smoking Detectors" in pre-determined apartments.
    Continuous grounds work, edging, hedge/tree trimming.
    Performed 14 re-inspections in preparation for upcoming construction project.
    Grounds inspected daily and cleared of trash and debris.
    Main entrances bordering private property checked and cleared of cigarette butts daily.

    <u>Ongoing projects for fall 2016:</u>
    Repair broken fencing on outside storage enclosures.
    Clean out all paths leading to drainage outlets.
14. The following financial reports:

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

REPORT OF THE RESIDENT COMMISSIONER:

On-going events: Sign Language, Scrabble, Yahtzee, Chair Exercises and Adult Coloring. We are no longer having Bingo at this time.

8/24/16: Trip to Monahan's in Narragansett, RI: Thanks to Elaine, Paula, and team Vera and Ruth N. for driving. Food, including ice cream, was great, and visiting with everyone.

8/29/16: Housing Conference was great. Enjoyed hearing about other Housing Authorities and how they have or are going "non-smoking".

9/1/2016: Labor Day Picnic: 27 residents attended. These events are more enjoyable. Please come and join us in October for Heritage Pot-Luck.

9/7/16: Meeting on renovation plans. We had a very good turnout. There have been a lot of changes and progress in the last month.

SPOTTED THIS MONTH: I have noticed younger people are pairing up a lot more with older residents. This is very beneficial to both parties to their well-being.

NEW BUSINESS:

- Resolution 2016-2 Increase of Base Rent for New Residents

## RESOLUTION 2016-2

**WHEREAS**, the Stonington Housing Authority ("SHA") operates a State Elderly Housing Program known as the Edythe K. Richmond Homes. The property is located at 45 Sisk Drive in Pawcatuck (Stonington) CT and consists of 60 units.

**WHEREAS**, this property received oversight through Connecticut Housing Finance Authority (CHFA);

**WHEREAS**, SHA seeks to implement a rent increase for new residents on the waiting list via written request to CHFA; current minimum base rent is $197.00 for Buildings 1 through 12 and $227.00 for Buildings 14 through 17. SHA would like to increase the minimum base rent to $250.00 for Buildings 1 through 12 and $280.00 for Buildings 14 through 17.

**WHEREAS**, once approved by the Commissioners and subsequently CHFA, applicants on the waiting list shall be properly notified and allowed a period to provide comments; CHFA holds the ultimate responsibility of approving any increases and the maximum allowable percentage of increase;

**BE IT RESOLVED**, that the Board of Commissioners of the SHA authorizes the Executive Director to put forth a formal request to CHFA to implement an increase in the minimum base rent for new residents at the Edythe K. Richmond Homes to be effective October 1, 2016.

- Approval of contract with DEF Services Group, Ltd for 60 Residential Living Units, Deterioration & Obsolescence Upgrade: Chair Hyland motioned to allow ED Schmidt to sign the contract as to not exceed $1,201,200.00. Vice Chair Savin seconded the motion. Motion approved 5-0-0.
- Approval of entry sign to SHA: A discussion was held on how the new entrance signs should read upon entering SHA property. Chair Hyland made a motion as to how the sign shall read. Commissioner Careb seconded the motion. Motion passed 5-0-0. The new sign will read: Welcome to Edythe K. Richmond Homes, Private Property, Residents and Invited Guests Only, No Soliciting.

OLD BUSINESS:

- 2016 HTCCP and 2015 CDBG Small Cities Grant Update: As discussed in ED Schmidt's report.
- PUBLIC COMMENT:
  Resident Barbara Delbene commented after the two communications were read regarding Elaine's dog Diego. She expressed concern for residents possibly tripping over him and also that he can sometimes jet out the door when opened by the automatic door opener.
  Neighbor Susan Jones expressed that she was unhappy in not being allowed to be part of the discussion with the police dept. She said she felt neighbors should have been invited. Commissioner Leamon explained to Mrs. Jones her rights regarding the Fellows St. extension.
  Resident Ruth Nolder thanked resident Irene Moore for her contribution in calling Bingo on Tuesdays, however, Bingo was not being held in the near future.
  Resident Joan Driscoll talked about the construction meeting yesterday for all residents. "It was so helpful and I am looking forward to a new bathroom."

ADJOURNMENT: Motion made by Chair Hyland and Seconded by Vice Chair Savin to adjourn at 5:07 p.m. The motion carried 5-0-0.

Respectfully submitted,

Kate Careb, Secretary