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Stonington Housing Authority
Edythe K. Richmond Homes
Community Building
October 8, 2015
Minutes

CALL TO ORDER:
Vice Chair Julie Savin called the regular meeting of the Stonington Housing to order at 4:07 p.m.

ROLL CALL:
Those in attendance were Vice Chair Julie Savin, Commissioners Janice Bogue, Kate Careb, Beth Leamon, and Executive Director Elaine Schmidt, Becky Champlin, and Ron Normand. Absent Chair Tom Hyland.

MINUTES:
A motion was made by Commissioner Bogue and seconded by Commissioner Leamon to approve the minutes without change as noted by Vice Chair Savin of the September 10, 2015 meeting. Motion passed unanimously 4-0-0.

READING OF THE TREASURER's REPORT:
Commissioner Beth Leamon presented the Treasurer's report for September 30, 2015 showing a balance of $2,311.00 in the Citizen's Pet account, a restricted cash special deposit of $500.00 and $21,463.67 in the citizen's checking accounts, with a total in all Citizen's checking accounts of $21,963.67. With regard to savings and investments; a total of $456,830.71, $75.75 in petty cash bring the GRAND TOTAL of all savings and checking assets to $481,181.13. Commissioner Savin reiterated the importance to move $50,000 from the Charter Oak Jumbo Money Market into a CD to increase the interest on the funds. ED Elaine Schmidt will follow through.

BILLS AND COMMUNICATIONS: The Board received a thank you note from ED Schmidt for sending her a bouquet of flowers post-surgery.

REPORT OF THE EXECUTIVE DIRECTOR:

1. Ron Normand is our new Maintenance Technician and started working on October 5, 2015. Ron previously worked for DEF Construction and is very knowledgeable in all areas of maintenance. For the next couple weeks, Charlie Waterman who has been filling in, is going to spend a few hours every day going over the procedures and equipment usage since he has 25 years' experience from Groton Housing Authority.
2. The specifications and plans for the CDBG Small Cities have been printed and Ron Normand and I have been reviewing them. The Town has not received the executed contract from the State. As soon as it is received we will go out to bid.
3. Sharon and I are working on the 2016 CHFA Management Plan and will be discussed under separate agenda item. Sharon also assisted with submitting the Rhode Island Foundation Grant report and did one payroll while I was out on medical leave.
4. We had very sad news on Monday. One of our residents passed in his apartment about a week ago and was not discovered until a neighbor began to have a foul smell in her apartment I called

911 and have been working with the Police. I have contacted a Hazmat firm who has begun to work and dispose of all the belongings in the apartment and clean it in accordance with the regulations. I also called and ordered a dumpster that was delivered. We will also clean the apartment upstairs that has a very foul odor and we will need to put the resident in a motel until their apartment has also been cleaned. We received notice that 2 residents have moved to convalescent homes and will not be returning. One apartment will be vacated on October 15th and the other on October 31st. Both residents lived in their apartments for a long time so there will be considerable work needed to ready them for occupancy. We have another resident who was removed from their apartment by Protective Services into a safer environment after we contacted them. We are still waiting for Protective Services to evaluate another resident.

5. A representative from Stonington Human Services came to speak to residents about leaving prescription drugs around that can be taken by visitors rather bring any unused prescription drugs at a 24/7 Drop Box at the Stonington, however, it was a very rainy day and no residents came. We will reschedule in the near future.
6. We are attaching copies of the following financials:
   Cash Balance
   Year to Date Budget Variance Analysis
   Budget to Actual
   Cash Flow
   Deposits
   Disbursements
   Bank Reconciliations Capital Improvements

REPORT OF THE RESIDENT COMMISSIONER:

- Tuesday: Bingo Ongoing
- Thursday 9/17/2015 there was a resident birthday celebration.

NEW BUSINESS:

- 2015 CDBG Small Cities Grant: Elaine spoke of the project being out to bid soon. Construction to hopefully begin by the beginning of January 2016.
- 2016 Draft Management Plan Budget: ED Schmidt reviewed the Management Plan Budget that she worked together on with our accountant Sharon Drago. It was suggested to make the following changes. Add $1,000 to resident activities and add $2000.00 to contract services.
- Resolution 2015-6 was read by acting Chair Savin;

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 cap on rents via written request to CHFA; current rent cap ($771) is not properly authorized. SHA would like to phase in the rent cap to minimize impact on residents. We would like to increase the rent cap to $900 at this time.

WHEREAS, once approved by the Commissioners and subsequently CHFA, residents 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 a rent cap for the Edythe K. Richmond Homes to be effective May 1, 2016.

A motion was made by Commissioner Leamon and seconded by Commissioner Careb to approve the budget and resolution. Motion was passed 4-0-0.

OLD BUSINESS

- ED Schmidt distributed copies of the Emergency Preparedness Plan. Elaine thanked Ruth Nolder for her hard work in preparing this document. Commissioner Leamon requested an additional layer of preparedness be put in place to include the staff.
- Snow removal was once again discussed. A future meeting will be held with ED Schmidt and Ron Normand to develop a plan.
- Commissioners encouraged a meeting of residents and staff to review the Emergency Plan and address safety issues.

PUBLIC COMMENT

- Ruth Nolder gave a brief overview of the Emergency Preparedness Plan.
- Rosanne Cullen asked about the Cub Cadet we own to help in snow removal. A discussion resulted in the whether or not it needs repairs. Ron will look into getting an estimate for that.
- A discussion took place regarding installing a French drain to abort water from freezing on the walkway by the main office door.

ADJOURNMENT

A motion was made by Commissioner Careb and seconded by Commissioner Bogue to adjourn the meeting at 4:53 p.m. The motion carried 4-0-0.

Respectfully submitted,

Kate Careb, Secretary