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Stonington Housing Authority
Edythe K. Richmond Homes
Community Building
October 13, 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, Commissioner Beth Leamon, Resident Commissioner Janice Bogue, Executive Director Elaine Schmidt, Becky Champlin, and Ron Normand. Vice Chair Julie Savin and Commissioner Kate Careb arrived late.

MINUTES:
A motion was made by Chair Hyland and seconded by Commissioner Leamon to approve the minutes of the September 8, 2016 meeting. Motion passed 3-0-0.

READING OF THE TREASURER's REPORT:
Commissioner Leamon presented the Treasurer's report for September 30, 2016 showing a balance of $3,192.00 in the Chelsea Groton Pet account, $190.84 in the Citizen's checking account, $10,127.31 in the Chelsea Groton Operating checking account, with a total in all Citizen's checking accounts and Chelsea Groton accounts of $13,510.15. With regard to savings and investments; a total of $472,046.48 and $194.68 in petty cash bring the grand total of all savings and checking assets to $485,751.31.

BILLS AND COMMUNICATIONS: None

REPORT OF THE EXECUTIVE DIRECTOR:

1. The contract with DEF Services Group, Ltd was singed on September 30th. Larry Wagner attended as well as Jason Jacaruso, President of DEF and Andy Gill who will be our Project Manager for DEF and David Wert who will be our representative for architectural services and inspections. We were advised the project start date would be October 31st for the first unit. The contractor anticipates having the 4 storage trailers arrive next week and the materials will begin to arrive shortly thereafter. They do need to keep one of the trailers heated so we are making arrangements with one of the residents closest to that trailer to arrange an electrical connection and the contractor will reimburse the resident. At the contract signing David Wert and I reviewed the submittals and I selected the flooring for the kitchen, hallway and living room and a separate flooring for the bathrooms, the paint and cove base. I created a selection board with cut-outs from the samples provided by the contractor. This was emailed to you earlier. This has been helpful for residents to see the materials that will be installed and they are very excited.
2. We will be having a resident meeting on October 19th to update the residents on the schedule. The contractor did provide a schedule of the number of units that they will be completing each week. At this time they anticipate being complete with all 60 units the

week of May 1, 2017. The windows and doors will be starting the beginning of November but we have not gotten an exact schedule at this time. As stated in my September report, the windows and exterior doors will be done by a separate crew than the interior renovations.

3. Ron is going to paint the garage floor with an oil base paint that will seal any previous oil or gas stains since we will be putting the residents' furniture in the garage for storage. We may need an extra storage container for resident furniture when the contractor is working on more than 2 units at a time. Ron has gotten prices from 3 companies so we will have a storage unit delivered for those weeks if they are needed. We, hopefully, do not anticipate needing them until later in the project. On weeks 1 and 2 they are only doing one unit each week to see how the pace goes. I am pleased they are not trying to disrupt more than one resident until they see how the process works. On week 3 they will begin to do 2 units at a time. They will work on units that are side by side for easier access. I am working on assigning which units will be done according to the schedule. Some residents have requested they be put at the end of the renovations for various reasons. We are utilizing the 2 vacant units and Ron purchased shower curtains and bath mats. We will leave them in the vacants for residents to use so they will not have to change those. We need to make arrangements with Comcast to have cable TV and telephone service in the 2 vacant units also.
4. We will be hiring a part-time person who will help Ron move residents out on Monday morning and then on Thursday afternoon to assist Ron to paint the unit and move them back in on Friday afternoon. We may also need this part-time person to assist residents who cannot do their own packing or do not have family to assist, if we are not able to get volunteers to help.
5. On September 21st I attended the quarterly meeting at Human Services with other local service providers. It is very helpful to be aware of what other agencies are doing and the services they provide. The Westerly Adult Daycare, where Diego used to volunteer, is coming to speak with the residents in November about their services.
6. We received the Low Loss Achievement Award from Housing Authority Insurance. They provided a certificate that we will frame and display.
7. I have met with representatives referred by Eversource to upgrade the lighting in the community building. They are submitting proposals. One firm is doing an energy audit of the community room on October 12th. We did include replacing the flooring with the same flooring as the apartments in the community building including the office. Ron will remove and replace the bathroom fixtures that are needed. We plan to remove the paneling in the community room and replace it with beadboard and paint all of the community building.
8. On September 21st a group of residents car pooled and we went to Smith Acres and lunch at Lillian's Café in Niantic. It was very enjoyable.
9. We purchased the mums for our planters from Vice Chair Savin's son through Deans Mill School fundraiser. A group of residents arranged them in our window boxes and planters.
10. On September 27th the VNA came and gave flu shots to 9 residents in the community room.
11. Maintenance Report:

- Numerous work orders were handled during this period. Copies on file.
- Completed renovation of apartment 4-4.
- Arranged for repairs of Community Room rear door open/closing mechanism.
- Removed old traffic signage (private property, etc.) and replaced with new.
- Continuous grounds work, edging, hedge/tree trimming.
- Performed 6 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.

- *Ongoing projects for summer/fall 2016:*
- Heat Pump bi-annual cleaning.
- Gutter Cleanout and Seal
- Prep garage for resident storage requirements.

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

REPORT OF THE RESIDENT COMMISSIONER:

1. Board games continue to be a success being played 4 to 5 days per week.

2. A small group went to Smith's Acres & Lillian's Café for lunch on 9/21/16. Thank you to those that drove: Elaine and team Vera & Ruth!

3. Mums were planted by Elaine, Vera, Ruth, Joan, and Megan. They look wonderful, thank you!

4. Kevin P. "on the hill" did some gardening, plantings with Ron.

NEW BUSINESS:

Discussion of 2017 Meeting Schedule: The Board agreed to continue to hold the Regular Monthly Meetings on the second Thursday of the month at 4:00pm. The schedule will be drawn up and submitted to the Stonington Town Clerk by the end of November.

OLD BUSINESS:

2016 HTCCP and 2015 CDBG Small Cities Grant Update: We should be receiving the tax credit check from Eversource in November. Once one of the units is completely renovated we may have an open house inviting state & federal people of interest as well as the press.

PUBLIC COMMENT: A discussion ensued explaining the renovation project to five Stonington High School students who attended the Board Meeting as a requirement to their civics class. Commissioner Careb noted there were volunteer possibilities to the students and asked ED Schmidt

to explain what would be involved. Commissioner Careb thought volunteering at EKR would be a fun and rewarding experience. ED Schmidt told them we will be needing volunteers to help certain residents with packing and to spread the word to other students as well.

ADJOURNMENT: Motion was made by Chair Hyland and Seconded by Commissioner Leamon to go into Executive Session at 4:21pm to discuss Maintenance Technician Increase. The motion passed 4-0-0. No votes were taken during the Executive Session. Motion was made by Chair Hyland and seconded by Commissioner Leamon to adjourn at 4:47pm. Motion passed 5-0-0.

Respectfully submitted,

Kate Careb, Secretary