

**STONINGTON HOUSING AUTHORITY  
EDYTHE K. RICHMOND HOMES  
COMMUNITY BUILDING  
OCTOBER 14, 2014  
MINUTES**

**CALL TO ORDER**

Chairman Jim Kelley called the regular meeting of the Stonington Housing Authority to order at 4:00 p.m.

**ATTENDANCE:**

Those in attendance were Commissioners Jim Kelley, Tom Hyland, Julie Savin, Kate Careb, Janice Bogue, Executive Director Elaine Schmidt, Cindy Faucher, Chuck Roberts, Sharon Drago, and fourteen residents.

Chair James Kelly welcomed the two new commissioners; Kate Careb and newly elected Resident Commissioner Janice Bogue.

**MINUTES:**

Commissioner Hyland made a motion to waive the reading of the September 9, 2014 meeting as they are posted both in the Community Room and also on the town's website. Commission Savin seconded the motion and the motion PASSED 3-0-0.

Commissioner Hyland made a motion to accept the minutes of the September 9, 2014 minutes with corrections. Commissioner Savin seconded the motion and the motion passed, 3-0-0.

**READING OF THE TREASURER'S REPORT:**

Commissioner Savin presented the Treasurer's Report for September 30, 2014 showing a balance of \$1,803.00 in the Pet Account, \$4,528.83 in the Citizen's Checking Account, \$502,548.28 in Savings and Investment Accounts, \$116.74 in Petty Cash with a GRAND TOTAL of all Savings and Checking assets of \$508,996.85.

**BILLS AND COMMUNICATIONS:**

Commissioner Bogue presented to the Board a letter received from resident Ann Nardone who felt she was deserving of the \$50 gift card offered for an accepted design idea for the EKR logo contest. Ms. Nardone's entry and the actual new EKR logo were presented to all to determine if there was in fact any merit to her concern. None of the resident submissions were shown to Printing Plus who designed the new EKR logo. Although they are both circular in design, the Board concluded there was nothing else similar to warrant the claim made by Ms. Nardone. Chair Kelly reaffirmed that the Executive Director's conclusion was accurate and a letter will be sent to Ms. Nardone stating their finding.

## REPORT OF THE DIRECTOR:

1. New Commissioners Kate Careb and Janice Bogue were welcomed. Kate Careb, Vice President, Advancement for Special Olympics Connecticut. Kate is an advocate for persons with disabilities and we are excited with her expertise which will be a real benefit for our residents. On September 17th, the residents voted Janice Bogue to be the new Tenant Commissioner. At the completion of voting, Carol Umphlett counted the votes. Janice has been a resident for the past 5 years. Janice has already jumped in and volunteered to help with many of activities planned over the next few months. Janice is also planning to set some weekly "community room hours" so residents can stop in and chat, providing Janice with feedback on needs so we can better serve the residents. Her goal is to equally serve the young disabled and elderly residents.
2. We are in receipt of our new Weber gas grill and lovely 65" screen TV. Paul's TV located in Groton was the lowest price out of four retailers from whom we received quotes. The residents have been very happy with the new TV and we've already arranged for weekly movie afternoons. We're also having an Indian Summer cook-out to test the new gas grill before we put it in the garage for the winter. We want to make sure it works well, just in case while we are under warranty, and the residents love the cheeseburgers and hot dogs cooked on the grill.
3. After our last meeting I contacted Lasse Aspelin, AIA to request he provide the missing documentation so we could evaluate his proposal fully for the additional proposed units at EKR. After his review of the requirements he emailed me withdrawing his proposal. He did not feel, based on the fee he submitted, that he could comply with all the requirements in the RFP. I have since had a conversation with Bernie Lombardi who was very excited to be selected. He also said he overestimated one of the engineers' fee and emailed me that his fee would be reduced by \$5,000 to \$70,300. I am now completing the Pre-Development Loan Application based on the new information and plan to have it completed and submitted to DOH before I leave on vacation on October 17<sup>th</sup>.
4. The cameras are working but we still have issues. The company's representative told us they will have a worker come and complete the changes but so far they haven't scheduled an appointment to return. Meanwhile, the cameras are working and we haven't paid them anything as of yet. Also, so far no incidents have been reported for us to check. I did advise the Police Department that we have the cameras and they would be able to view them should there be an incident. The Captain was very pleased and thought the cameras would add a lot of security for the residents. We're withholding payment until the work has been completed.
5. An email was received from CHFA stating they are not scheduling another site visit until 2016 because of our CHFA Performance Rating.

6. The Procurement and Disposition Policy has been updated from a template provided by another Housing Authority to meet the needs of the Stonington Housing Authority. I am also going to forward a copy to CHFA for their review. Commissioner Hyland had a question regarding HUD requirements and #3C3 Simplified Acquisition Threshold. Chair Kelly requested this be held in abeyance and voted upon at a later date.
7. Chuck brought the Cub Cadet in for a tune up at Bill's where it was purchased. They said it needed approximately \$2,000 in repairs and they didn't think it was worth getting repaired due to the age and lack of regular maintenance. They would not take it in trade either. Chuck and I will research new equipment for a future meeting. The Cub Cadet was used for plowing. We will have recommendations ready for next month's meeting.
8. Our new computers are up and running. Chair Kelley researched the Synology versus a server and advised the Synology recommended by A-Team Computers was acceptable and we could proceed. We were pleased and ordered that equipment and completed the order. It is wonderful knowing our information is backed up daily and can be shared among staff. The new computers are so much quicker, the screens larger and easier to work on. And ... Cindy, Chuck and I each have our individual email addresses, very impressive. We have also requested an email address for Janice Bogue, our Tenant Commissioner since our package includes five available addresses. She has a laptop but presently does not have email access. Larry Mathews from A-Team Computers installed the new equipment and he is extremely knowledgeable, helpful and patient. We have had some minor technical issues, mostly operator error, that he has been quick to solve over the phone and not have to pay him to come onsite. The residents have Cindy's previous computer which also had a good size screen and does not have access to any office equipment.
9. The smoker alarms have arrived. I am preparing the agreements for the six residents to sign and then Chuck will install the alarms. This will be completed before the end of October.
10. The surveyor plans to complete the survey work on Fellows St. Ext. transfer by October 17th. Once I receive it I will forward it to Attorney Londregan so the property can be transferred to SHA.
11. The information for the creation of our Non-Profit (501)(c)(3) is available from the IRS website. If you would like a copy, please let me know and I will print one for you.
12. Sharon Drago and I have been working on the 2015 Management Plan that is due October 31<sup>st</sup>. We have met with Cindy and Chuck to forecast line items based on the present year expenditure. We do, however, need some input from the Commissioners as requested in my email so we can proceed.

13. Attached is a copy of the Priorities Survey sent to all the residents. We received 39 total responses of which 29 were completed in the priority order requested. We have 10 other responses that need follow up. So far, the bathroom sink replacement had the most as priority # 1 with 7 votes and priority # 2 with 6 votes. Next important priority was flooring replacement. Once I have the finals for the additional 10, we will meet with the residents for a final discuss and then I will complete the application for the \$25,000 CHFA Small Improvement Program. Commissioner Savin was concerned that we have never received a debriefing regarding our submission. The Executive Director tried on several occasions to receive feedback, only to get a message left stating they do not "debrief". Commissioner Savin was surprised with this as it was always done in the past. She recommended contacting the DOH again and make the DOH aware of past debriefings, reiterating the value of this communication with future grant submissions.
14. I met with former Commissioner Giulia Jaramillo and she is going to provide a magnifier machine for residents who have vision impairment. One resident commented recently that the one thing he missed was the ability to read a paper. With this equipment he will easily be able to read. There are other residents who also have vision impairment for whom this equipment will serve. We look forward to getting the equipment installed soon. Commissioner Savin will write a letter to Giulia acknowledging her generous gift.
15. The resident in Building 11 with mold on the bedroom ceiling requested we clean the ceiling with a bleach agent and then KILZ and paint the ceiling prior to removing the ceiling. Chuck cleaned the ceiling and the mold has not returned. The resident said he would like to try that before a more aggressive method since he will be turning on the heat and the apartment will be dry. Chuck is checking with him regularly to see if there is any sign of the mold returning. If so, we will act immediately. Meanwhile, the resident will be out of his apartment for the day on Friday so Chuck is going to apply KILZ and paint the ceiling.
16. We have another vacant unit that the prospective new resident has come and completed his paperwork. Since then we have been unable to get in touch with him for his October 1<sup>st</sup> move in. We contacted his Mother to request he contact us and left a message on his phone that we need to hear from him by Friday or we will rent the unit to the next person on the waiting list. We have a prospective resident coming in on Thursday.
17. HOLD the DATE. Saturday, November 8<sup>th</sup> is our Holiday Craft Bazaar from 9 AM to 2 PM in the community room. We have six resident crafters that have been making a variety of holiday and winter gifts for months. We will also have a White Elephant Table and delicious homemade food. We will have pea and chicken soup, sandwiches, desserts and soft drinks along with coffee and tea. Last year we had our first annual holiday craft bazaar which had a nice turnout but this year we will be placing flyers in several locations around Town. If you have some suggestions, we will be happy to provide the flyers or drop them off.

Two residents have also donated hand made items (lovely crocheted doll and holiday fine crocheted doily) to be raffled with proceeds going toward future resident events.

18. We are officially members of the Southeastern Connecticut Chamber of Commerce. I will forward any emails to you should you wish to attend events.
19. Cindy has prepared the attached 2-week calendar and newsletter for the upcoming two weeks.
20. Hats off to Chuck. He has transformed the former storage closet into an office for me that is adjacent to our sparse and crowded offices. He moved the fireproof file cabinets next to Cindy and changed the location of her desk for better accessibility. In the new office he replaced the door with a window, patched the walls, painted the walls, ceiling and trim and installed carpet. He is just completing putting together my new desk, credenza and chair. We purchased the furniture from Staples but through the State of CT Department of Administrative Service contracting portal which significantly reduced our cost. I brought in a radio so I can concentrate when the washer and dryers are in use adjacent to the office. At last, Chuck will have a real desk, chair and computer to work on, my former area. We're just loving the efficiency. While Chuck was working we all had to breathe a little dust, have tarps hanging but this was all done while Chuck completed a lot of work orders (see # 15 below) plus painting and maintenance of a vacated apartment.
21. During the past month Chuck completed 80 total work orders: 19 for carpentry, 38 for grounds, 7 for plumbing and 7 for electrical, 4 for cleaning and 5 for painting.

## UNFINISHED BUSINESS

### 1. Resident Complaint Letter

Chair Jim Kelly responded to the petition submitted to the Board of Selectmen requesting they not reappoint him to the Housing Commission Board. He spoke of his last five years on the board and his many acts of kindness and accomplishments.

After all the residents had an opportunity to voice their concerns, Tom Hyland told them it was now in the hands of the Board of Selectmen. Selectmen Rob Simmons, who arrived after the residents had spoken, informed the residents of the process the Board of Selectmen would now take and suggested if any opinions had changed, please let the Board of Selectmen know as they would most likely be voting on the issue in one of the next two upcoming meetings.

2. Financial Planning Issues – The Executive Director responded that she has a draft budget prepared.

A motion was made by Commissioner Hyland and seconded by Commissioner Bogue to move to Executive Session at 5:25 p.m. Vote carried 5-0-0.

A motion was made by Commissioner Hyland and seconded by Commissioner Savin to move from Executive Session back to the regular session of the meeting. The motion carried 5-0.

A motion was then made by Commissioner Hyland and seconded by Commissioner Savin to propose to CHFA a possible rent increase from 30% of adjusted gross to 32% of adjusted gross. The motion passed 4-0 with Commissioner Bogue abstaining.

Salaries were discussed for 2015 budget.

#### ADJOURNMENT

A motion was made by Commissioner Hyland and seconded by Commissioner Savin to adjourn the meeting at 5:45 p.m. The motion passed 5-0-0.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Thomas J. Hyland". The signature is fluid and cursive, with a large initial "T" and "H".

Thomas J. Hyland, Secretary