

STONINGTON HOUSING AUTHORITY  
EDYTHE K. RICHMOND HOMES  
COMMUNITY BUILDING  
NOVEMBER 11, 2014  
MINUTES

**CALL TO ORDER:**

Vice Chairman Tom Hyland called the Regular and Annual Meeting of the Stonington Housing Authority to order at 4:07 p.m.

**ATTENDANCE:**

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

**OFFICERS:**

Commissioner Hyland made a motion and Commissioner Careb seconded the motion to appoint the following Commissioners to the positions of:

Chairman	Tom Hyland
Vice Chairman	Julie Savin
Treasurer	Julie Savin (until new member comes on board)
Secretary	Kate Careb

The motion carried 4-0-0.

**MEETING SCHEDULE:**

A motion was made by Commissioner Hyland and seconded by Commissioner Careb to change the monthly meeting of the Stonington Housing Authority from the second Tuesday of the month to the second Thursday of the month at 4:00 p.m. beginning in January 2015. The motion passed 4-0-0.

**MINUTES:**

A motion was made by Commissioner Savin and seconded by Commissioner Careb to waive the reading of the October 12, 2014 minutes and to accept them as written. Motion carried 4-0-0.

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

Commissioner Savin presented the Treasurer's Report for October 31, 2014 showing a balance of \$1,803.00 in the Citizen's Pet Account, \$1,210.39 in the Citizen's Checking Account, with a total in all Citizen's checking accounts of \$3,013.39, \$503,499.84 in Savings and Investment Accounts, \$78.17 in Petty Cash with a GRAND TOTAL of all savings and checking assets of \$506,591.40.

**BILLS AND COMMUNICATIONS:** None

#### REPORT OF THE EXECUTIVE DIRECTOR:

1. The cameras are still being worked on and adjusted. This has been endless. This week they were here and needed to rewire one of the cameras. We are holding off payment until all work is completed.
2. In order to complete the smoke alarms we ordered tamper proof cages and screws. The installation will happen this week. The agreements have been signed by four of the six residents. We are contacting them to come in and sign the agreement so we can complete all the installations.
3. The survey of Fellows St. Ext has been completed. The surveyor completed the legal description along with the mapping. I have sent a letter to Attorney Thomas Londregan with the map and legal description so the property can be legally transferred to SHA. The surveyor completed the survey of the entire site and advised us the deteriorated boat on Winthrop Ave. is on our property. Chuck got the registration number and the trailer plate # so we can contact Motor Vehicle and find out who is the owner and have it removed. Commissioner Hyland inquired to what would be the plan if the boat is not removed by the owner. Elaine responded if that were the case, then we would take it to small claims court to order the removal by the rightful owner.
4. The 2015 Management Plan was submitted to CHFA on October 31<sup>st</sup>. As part of the agenda for this meeting, we have three resolutions that effect the Management Plan. Resolution 2014-2 approves the Management Plan. Resolution 2014-3 includes an increase in the Base Rent from \$197 to \$207 (Buildings 1-14) for the original units and \$227 to \$237 for the newer units (Buildings 15-17). Resolution 2014-4 increases the percentage of adjusted gross income from 30% to 30.5% for the rent calculation. As previously stated, the Housing Authority has not had a rent increase in 8 years.
5. Resolution 2014-1 represents the write off of uncollectible rental income from 1 resident who moved and had a large balance. CHFA required that we report it vacated, one year after the resident moved, and move the balance from Tenant Account Receivable to Vacated Tenant Accounts Receivable which would allow us to write off the funds due to us, yet uncollectible.
6. Resolution 2014-5 relates to the maximum rent of \$740. When Sharon and I were reviewing the budget with CHFA and discussing the rent increase, we mentioned our maximum rent. CHFA advised there is no maximum rent allowed. Our contact at CHFA suggested we review the State Section 8 allowable maximum rents. I have attached a copy of the CT Section 8 rents for New London County, the 1 bedroom rent is \$866 which would be a drastic increase for our four (4) residents who are now paying the maximum of \$740 versus \$866. We then suggested to CHFA that we increase our maximum to

\$771 and then phase in annually an amount until residents are paying the appropriate percentage of their adjusted gross income.

7. Former Commissioner Guilia Jaramillo provided an Optelec Machine, a Low Vision Magnifier, for our residents who have difficulty reading. The machine will magnify whatever they are reading and allow the reader to change the color of the background that helps them with their impairment. We need a lower table so the screen will be at a comfortable height and plan to set it up next week after the Craft Show. I am sending her a letter to thank her for her contribution. Commissioner Careb added that if anything else is needed, please contact her and she will be happy to forward an e-mail to those resources who want very much to help.
8. We have had difficulty with the site lighting over the past month. Residents have reported light outages in various locations. Chuck along with Brookside Electric found 11 of the new globes were installed correctly and identified 21 that were not. The connection between the metal pole and the new globe assembly is incorrect and causes water to enter the pole corroding the wires. Chuck spoke with CL&P as the lights were installed through a CL&P energy grant. Proposals from two local electricians will be sent to CL&P for consideration. The representative from CL&P explained that although the work was done more than a year ago and is no longer under warranty, they will try to work with us to correct the problem. Chuck reported that the two vendors who responded with prices for correcting the problems, were both in the neighborhood of \$175 per pole ( $\$175 \times 9 = \$1,575$ ). Commissioner Savin suggested Representative Diana Urban should be contacted and Commissioner Hyland suggested Joe Courtney should be contacted as this project was paid for by Federal monies.
9. We currently have two vacancies. We have contacted applicants from our present waiting list. One applicant needs extensive surgery, the next applicant died, and one applicant decided not to move. We are presently working with two applicants; one who is very interested in the apartment and one who may choose to stay where she is. We have 10 names left on the waiting list. We plan to open the waiting list in January since we need to take applications for 90 days before we are able to close the waiting list. After the list is closed then we complete the credit and criminal history reports. For applicants who have bad credit or criminal history a letter is sent denying them but allowing them a hearing. Once all that is complete we can then hold the lottery and establish a new waiting list. The new waiting list will begin once the old waiting list has been depleted.
10. The final menu was received from Guytano's and as soon as we prepare the notice of the choices, you will receive copies. The date for the Christmas Party will be December 12<sup>th</sup>.

11. We had a final cook out on October 16<sup>th</sup> to be sure our new gas grill was operating properly before we stored it for the winter. It was a really rainy day but seventeen residents attended. The residents either brought food or contributed some money for the cost of the cook out.
12. On October 30<sup>th</sup> we had an early Halloween lunch with twenty residents attending. We prepared a ham and the residents contributed some wonderful side dishes. Several residents contributed money toward the cost of the food purchased. The ham bone is going to be used for the pea soup that Joan Driscoll is making for the Craft Fair.
13. The Craft Fair was held on Saturday November 8<sup>th</sup> and was a tremendous success. Weather was wonderful and those who purchased the lunch were very pleased with the homemade soup, sandwiches and desserts. We had six crafters and bakers along with a White Elephant Table. Monies from the lunch and White Elephant Table went to the Resident's Fund.
14. Cindy prepared a two week calendar. Copies are left at the front entry of the Community Building for the residents.
15. During the past month Chuck completed 103 total work orders: 21 for carpentry, 60 for grounds, 7 for plumbing, 8 for electrical, 4 for cleaning and 3 for painting. (Eight of the 60 grounds work orders were related to the site light issues.)

REPORT OF THE RESIDENT COMMISSIONER:

Activity

October 8, 2014	Trip to Clyde's Cider Mill (Elaine & Cindy Drove)
October 5, 29, November 5, 2014	Movies – 2:00 p.m. – Janice
October, 14, 21, November 4, 2014	Bingo – 1:30 p.m. – Cindy
October 16, 2014	Fall Cookout – Potluck – Noon Elaine, Cindy, Chuck, Joan, Nora, Ruth, plus residents who contributed food and/or money.
November 8, 2014	Holiday Bazaar – 9:00 a.m. – 2:00 p.m. Lots of work over days and weeks of planning. Dot, Vera, Barbara, Ruth N., Joan, Nora, Roseanne, Elaine, Cindy, Chuck, Kathy, Arlene, Darleen (Dot's daughter), Jeanne (Cindy's sister). Tenant's created crafts, baked, cooked, holiday decorations. The Community Room was transformed!

Looking for volunteer(s) to help with snacks on Tuesday's for Bingo.

## NEW BUSINESS:

- a. Resolution No. 2014-1: Write-off of Uncollectable Rental Income  
Resolution was read by Commissioner Hyland. A motion was made by Commissioner Hyland and seconded by Commissioner Bogue to adopt the resolution as presented. The motion passed unanimously, 4-0-0.
- b. Resolution No. 2014-2: 2015 CHFA Management Plan  
Resolution was read by Commissioner Hyland. A motion was made by Commissioner Hyland and seconded by Commissioner Savin to adopt the resolution as written. The motion passed unanimously, 4-0-0.
- c. Resolution No. 2014-3: Approval of the Increase in Base Rent Amount  
Resolution was read by Commissioner Hyland. A motion was made by Commissioner Savin and seconded by Commissioner Hyland to adopt the resolution increasing base rent from \$197 to \$207 for smaller one-bedroom units; \$227 to \$237 for larger one-bedroom units beginning May 2015 due to the fact there has been no raise in rents for 8 years. The motion carried, 3-0-1 with Commissioner Bogue abstaining.
- d. Resolution No. 2014-4: Approval of the Increase in the Percentage of Adjusted Gross Income for Rent Calculation. Resolution was read by Commissioner Hyland. After discussion it was decided to defer the vote on this resolution until January 2015 when more data and samples can be obtained.
- e. Resolution No. 2015: Approval of the Phase in of Maximum Rent Amounts. Resolution was read by Commissioner Hyland. A motion was made by Commissioner Hyland and seconded by Commissioner Savin to adopt this resolution as written. The motion carried 3-0-1 with Commissioner Bogue abstaining.
- f. Discussion on December Meeting. A motion was made by Commissioner Hyland and seconded by Commissioner Careb to cancel the December 2014 meeting of the Stonington Housing Authority. The motion passed 4-0-0.
- g. Due to having an audit last year, and the additional expense of having another this year, a motion was made by Commissioner Hyland and seconded by Commissioner Bogue to defer the audit for another year and return to a 2 year RFP for auditors. Commissioner Savin stated she strongly supported the two yearly audits, but felt the audit last year was extremely telling and this last year has gone very smoothly, therefore, she has no fear is voting in favor of this motion. The motion passed 4-0-0.

## OLD BUSINESS:

- a. Strategic Planning. After discussion it was decided to wait until after the new year (possibly March) to go forward with strategic planning.
- b. Procurement and Disposition Policy. Commissioner Savin requested more time to review the policy. This item will be tabled until the January 2015 meeting.

**PUBLIC COMMENT:**

Residents thanked all those involved for the wonderful Holiday Bazaar.

**ADJOURNMENT:**

A motion was made by Commissioner Bogue and seconded by Commissioner Savin to adjourn the meeting at 5:17 p.m. The motion carried 4-0-0.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Thomas J. Hyland".

Thomas J. Hyland, Secretary