

Stonington Housing Authority
Edythe K. Richmond Homes
Community Building
November 12, 2015
Minutes

CALL TO ORDER:

Chair Tom Hyland called the Annual and Regular meeting of the Stonington Housing to order at 4:03 p.m.

ROLL CALL:

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

VOTING OF OFFICERS FOR 2016:

Vice Chair Savin made the following nominations:

Chairman	Tom Hyland
Treasurer	Beth Leamon
Secretary	Kate Careb

Chair Hyland made the following nomination:

Vice Chair	Julie Savin
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The motions carried 3-0-0.

MEETING SCHEDULE:

A motion was made by Chair Hyland and seconded by Commissioner Bogue to accept the meeting schedule for the next year. Meeting will remain on the second Thursday of the month at 4:00 pm. The motion passes 3-0-0. The regular December 2015 monthly Board Meeting is cancelled due to the Holiday Dinner.

MINUTES:

A motion was made by Chair Hyland and seconded by Vice Chair Savin to approve the minutes with one minor change as noted by Chair Hyland of the October 8, 2015 meeting. Motion passed unanimously 3-0-0.

READING OF THE TREASURER'S REPORT:

Vice Chair Savin presented the Treasurer's report for October 31, 2015 showing a balance of \$2,311.00 in the Citizen's Pet account, a restricted cash special deposit of \$500.00 and \$21,109.68 in the citizen's checking accounts, with a total in all Citizen's checking accounts of \$23,920.68. With regard to savings and investments; a total of \$458,117.00, \$200.37 in petty cash bring the GRAND TOTAL of all savings and checking assets to \$482,238.05.

BILLS AND COMMUNICATIONS: None

REPORT OF THE EXECUTIVE DIRECTOR:

1. In preparation for the Emergency Preparedness Meeting with the residents I met with Ron Normand and our part-time maintenance person Bob Cowley on October 21st to review the equipment and its condition for snow removal. Ron brought the Cub Cadet to Bill's Tractor Service and they advised it was not worth fixing for snow removal. Ron is in process of obtaining prices on a similar equipment for a replacement and we are putting the Cub Cadet on Craigslist at \$1,000.00. Copies of the section of the Emergency Preparedness Plan, related to the residents, was copied and a meeting was held with residents on October 28th to review the plan and discuss snow removal. Ron attended and we asked residents to provide feedback on what process of snow removal worked for residents in the past. The 12 residents attending were pleased to provide feedback, especially clearing the handicap curb cuts and work on cleaning the snow early and not wait until it was so deep and hard to remove. Ron assured this year he would be using a proactive approach. After the discussion on the snow removal Ruth Nolder reviewed the plan with residents. Commissioner Bogue reviewed the new procedure for contacting residents in an emergency and who the Safety Representatives were and which buildings they would be contacting. We also urged residents to complete the Emergency Contact sheet by November 5th so we can update all resident files and send a copy to Leanne Theodore at Stonington Social Services, our Town Emergency Contact person. For those not attending a copy of the plan along with the attached memo that provided a synopsis of the discussion was hand delivered. We also sent a memo (attached) asking residents who had an unlisted phone number if they wanted the Safety Representative to have their number, if not to sign a waiver acknowledging they did not want to be contacted.
2. On October 26th Ron and I met with Larry Wagner to review the process for the CDBG Small Cities grant. Larry wanted to make sure Ron thoroughly reviewed the plans and specifications and sent any revisions to Lasse Aspelin, the Architect by October 30th so we could have any revisions done and ready to go out to bid by November 15th. To date the Town has not received a copy of the executed contract. Larry said he still wanted to go out to bid so we could have an early January 2016 bid opening and start construction in February or March. Hopefully we will have the executed contract by that date.
3. Ron rented a concrete saw cutter and he and Bob, cut out the section of the sidewalk near the entry and filled in with fresh concrete. For the water drainage issue, they sealed off and removed the leader pipe closest to the front entry to divert the water to the other leader drain. They saw cut the concrete and installed a 5" PVC pipe to drain into the parking area, away from the sidewalk. Ron is going to change the stripping for the adjacent handicap parking space so there is more access further away from the sidewalk where the drainage pipe was installed. This area will be high priority to sanding and/or salting when there is any water draining onto the roadway. Pictures will be available at the meeting.
4. We have 1 new resident, 1 resident that was relocated and 4 vacancies. Becky has been contacting folks on our waiting list to come in and get ready to occupy. Amazing the response we get when someone is offered an apartment. So far 2 have refused the units for either not being sunny enough, not large enough and utility concerns with not knowing the cost to operate.
5. We opened the Waiting List on October 25th. We advertised in both the Westerly Sun and New London Day and also sent notices to 15 agencies advising them of our waiting list being open. We will keep the waiting list open until January 22nd at which time we will close the waiting list. We

- do, however, have an opportunity to select an interim list if we do not have anyone left on our existing waiting list. Becky has been receiving several calls daily from folks requesting an application.
6. The 2016 CHFA Management Plan along with the 3rd Quarter report have been submitted to CHFA.
 7. As a result of the resident who passed in his apartment, I contacted the insurance company, the appraiser came to the site and reviewed the process with Ron and me. Ron has kept a file on all related expenses. We are now forwarding a copy to the appraiser of all the expenses. I will also be contacting the insurance company to put in a claim for rental loss in addition to the damages. The total cost to date is \$20,058.86, not counting vacancy loss.
 8. I called Protective Services on another resident who appears not to be able to live independently any longer and has been refusing services. The first emergency contact has requested they be removed since this person will not listen to them. The other emergency contact is out of state.
 9. On October 20th I attended a ConnNAHRO training on Funding Sources. DOH and CHFA staff presented very detailed information on each program and provided significant time for interchange between housing authority staff and the presenters for questions and answers.
 10. On October 20th, five residents attended a presentation by UCONN Health Nursing students. Individual students gave presentations on various topics such as: Depression, Arthritis, Heart Attacks, Stokes, etc. Everyone enjoyed the talk and the refreshments.
 11. On Friday, October 23rd Fire Marshall Byron Stillman spoke with 20 residents about our emergency systems. He explained how the fire alarms work and what to do if the alarm activates. He encouraged residents to be more careful when they are cooking. He also talked about the on-call system. Byron emphasized the importance of making sure the cords are 17" from the floor and to not tie the cords to keep them away from a pet cat. Byron suggested that, as a small community, we need to help keep each other safe. He asked resident to watch for the other residents in their building. If we haven't seen a resident in over twenty-four hours, we should notify the office.
 12. A Halloween party was held on October 29th. Becky, Diego and I dressed in costume for the occasion. The residents enjoyed Halloween treats, watched a movie and played Yahtzee.
 13. Representatives from both the Republican and Democratic parties running for Selectman came to EKR. One on October 16th and the other on October 31st. Each brought refreshments and several residents came to hear their agendas and have an opportunity to speak to them directly.
 14. I met with Anthony from Ristorante Longo and they are working on a menu for our December 4th Holiday Celebration. Please be sure to save the date.
 15. Ron and I put together the scope of services for the renovations to the community room in preparation for our application for Small Projects Funding through CHFA. Ron is getting prices from contractors.
 16. Ron has been working along with Charlie and Bob to get the site and vacant apartments ready to rent. Charlie's last day is November 6th and we want to thank him for helping our reorganization. Bob will stay on as part time to assist Ron.
 17. Ron has provided the following information on the Maintenance status from October to date:
 - Apartment 12-5 completely redone, carpets installed, primed with stain blocker (KILZ), complete paint out, baseboard, floors stripped and waxed, thorough cleaning of all fixtures/cabinets with antibacterial cleaner and blinds replaced
 - Apartment 12-2 (immediately above 12-5) same treatment as apartment excluding carpets.

- Apartment 5-2 vacated end of October. Moved remaining furniture to temporary storage, wall repair, and complete paint out, thorough cleaning. Moved tenanted from apartment 12-2 to apartment 5-2 on 11/2/15.
- Apartment 10-1 vacated end of October. Wall repair, complete paint out, thorough cleaning. Refrigerator was not serviceable and was replaced with new.
- Apartment 11-4 vacated end of October. Wall repair, complete paint out, kitchen faucet change out, thorough cleaning
- American flag and stage flag untangled from tree limb. Tree limb removed, flags replaced with new.
- Front of office building drainage project completed. Downspout on RHS of building was removed. Current pitch of the gutter directs the majority of the water from left to right. Downspout on LHS of building now drains into a 4" PVC pipe set beneath the surface of the sidewalk which subsequently directs the water into the parking lot area, not the sidewalk.
- Grounds work is ongoing, mulching, trimming, leaf removal, etc.
- Numerous work orders were handled during this period.
- Cub Cadet tractor was looked over by reputable local service company and found to be not serviceable
- Running lights on the green trailer were found to be not working and were replaced.
- Maintenance Shop was cleaned up and organized.

18. We are attaching copies of the following financials:

Cash Balances
 Year to Date Budget Variance Analysis
 Budget to Actual
 Cash Flow
 Deposits
 Disbursements
 Bank Reconciliations Capital Improvements

REPORT OF THE RESIDENT COMMISSIONER:

- Thanks to Commissioner Beth Leamon for questions and answers on the Advanced Directives on October 9th. Beth offered forms to fill out and Notary services. It was very much appreciated by the residents.
- On October 16th Byron Stillman, Fire Marshall, met with residents for talk, questions and answers. Long time and new residents attended and learned about the alarms and pull cords.
- On October 28th ED Schmidt and Ron Normand had a session on snow storms and removal. Residents spoke about what was done in the past, what worked and how it could be improved. Thanks to ED Schmidt and Ron for their proactive plan.
- On October 29th there was a Halloween party and movie. Great costumes by staff and Diego.
- Thanks for two meet and greets for Stonington Selectman candidates.

NEW BUSINESS:

- 2015 CDBG Small Cities Grant: Elaine spoke of the project being out to bid by end of next week.

- Ron Normand presented three bids for the purchase of snow removal equipment. After some discussion, the board recommended purchasing John Deere snow removal equipment which also includes other accessories for approximately \$6,500.00.
- ED Schmidt is applying for a \$25,000.00 CHFA Grant to upgrade the flooring, kitchen counters, new dish washer, and improvements in the bath rooms.
- ED Schmidt also wanted to thank Commissioner Careb for making a connection for new furniture that was donated to SHA for residents from a local company who was downsizing.

OLD BUSINESS:

- Chair Hyland thanked Ruth Nolder, once again, for her hard work and dedication in putting together the Emergency Preparedness Plan.

PUBLIC COMMENT

- Ruth Nolder expressed appreciation to Ron Normand, "He's doing a great job. He's self-motivated and pro-active. He's also very good with the elderly and disabled."
- Joan Driscoll commented about ED Schmidt's quick recovery turn-around from two surgeries.
- Rosanne Cullen brought up a discussion on rules and regulations in regards to residents not being allowed to shake rugs outside of their apartments. As a result, they are bringing dirty rugs into the laundry room creating a mess inside the machines. ED Schmidt mentioned creating a committee to revise the resident hand-book on rules and regulations and stated she had brought a copy from Groton to use along with the existing SHA Rules.

EXECUTIVE SESSION:

A motion was made by Commissioner Bogue and seconded by Vice Chair Savin to go into Executive Session at 4:45 p.m. The motion carried 3-0-0.

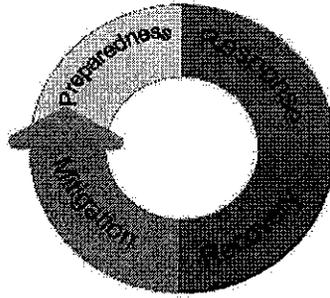
OUT OF EXECUTIVE SESSION at 5:06 p.m. No votes taken.

ADJOURNMENT: Motion made by Chair Hyland, Second by Vice Chair Savin at 5:07 p.m. The motion carried 3-0-0.

Respectfully submitted,



Kate Careb, Secretary



October 28, 2015

Dear Residents,

During our Emergency Preparedness Meeting today, we discussed several topics including snow removal. Ron assured residents he would be proactive before and during the storms. Residents attending provided feedback on what efforts work best to allow maintenance to clear site as best possible.

Janice Bogue reviewed the plan for the Safety Reps. We've reduced the number of Safety Representatives from 15 to 9 in order to cut down on the response time. We've listed the Safety Reps below so you will know who to expect to inform you of an impending storm. The Safety Reps will contact you before and after the storm. Please tell your Safety Rep if you plan to leave before storm arrives.

Below you'll find the list of Safety Reps and their assigned buildings:

<u>Name</u>	<u>Building #</u>
Janice Bogue, Tenant Commissioner:	Buildings 9 and 10
Ruth Nolder	Buildings 1 and 5
Liz Terico	Building 2
Joan Driscoll	Buildings 3 and 14
David Wood	Buildings 4 and 6
Bruce Pettinari	Buildings 7 and 8
Kevin Pettinari	Building 11
John Walton	Building 12
Ken Lamphere	Buildings 15, 16, and 17

If you have an unlisted phone #, please provide us permission to give your number to the Safety Representative. If not you need to sign a waiver that you do not want to be contacted. Please let us know.

Attached you'll find the Stonington Housing Authority Emergency Preparedness Plan that was distributed today. Please review the information and make sure you are ready for the storm season.

Thank you,
Elaine Schmidt, Ruth Nolder and Janice Bogue

CASH BALANCES
October 31, 2015

	<u>Balance</u>	<u>Rate</u>	<u>Notes</u>
<u>Checking</u>			
· Citizens - Pet Deposit	\$2,311.00		
· Restricted Cash Special Deposit	\$500.00		
· Checking - Citizens - Other	<u>\$21,109.68</u>		
· Checking - Citizens	\$21,609.68		
· Total Checking	\$23,920.68		
<u>Savings and Investments</u>			
· Citizens - money market var	\$10,794.53	0.15%	
· Westerly CCU 36 mth CD (mature 6/14/16)	\$119,505.80	0.90%	*
· Westerly CCU 60 mth CD (mature 1/20/16)	\$112,292.55	2.50%	*
· Savings Institute 18 mth CD (Exp 8/4/16)	\$118,147.06	1.00%	*
· Charter Oak Jumbo Money Market	<u>\$97,377.06</u>	0.30%	**
· Savings and Investments	\$458,117.00		
· Petty Cash	<u>\$200.37</u>		
Total Checking/Savings	<u><u>\$482,238.05</u></u>		

* Balance as of September 30, 2015. Statements received quarterly

** Balance as of September 30, 2015. Statement not yet received