

DRAFT

STONINGTON HOUSING AUTHORITY
EDYTHE K. RICHMOND HOMES
COMMUNITY BUILDING
APRIL 9, 2015
MINUTES

CALL TO ORDER:

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

ROLL CALL:

Those in attendance were Commissioners Tom Hyland, Julie Savin, Kate Careb, Janice Bogue, Beth Leamon, Executive Director Elaine Schmidt, Cindy Faucher and three residents.

MINUTES:

A motion was made by Chair Hyland and seconded by Commissioner Savin to dispense with the reading of the Meeting Minutes of February 12, 2015. Motion carried unanimously. A motion was made by Chair Hyland and seconded by Commissioner Savin to accept the minutes of the Meeting of February 12, 2015 with the correction of the spelling of Attorney Mac(k) under Old Business (a). Motion passed unanimously 5-0-0.

READING OF THE TREASURER'S REPORT:

Commissioner Savin presented the Treasurer's Report for March 31, 2015 showing a balance of \$1,803.00 in the Citizen's Pet Account and \$11,657.40 in the Citizen's Checking Account, with a total in all Citizen's checking accounts of \$13,460.40; \$464,107.20 in Savings and Investment Accounts, \$6.85 in Petty Cash with a GRAND TOTAL of all savings and checking assets of \$477,574.45.

Commissioner Savin questioned an entry for \$1,920.66 paid to ADP. The Executive Director will research and e-mail the board her findings.

BILLS AND COMMUNICATIONS: The Executive Director read correspondence from Elizabeth Terico asking if she could purchase the older gas grill (since we now have a new one) for \$50. Discussion followed and it was decided to keep the grill for large events. The Executive Director will write Ms. Terico a letter of the Board's decision to keep the grill, yet thanking her for her interest.

RECEIVED FOR RECORD
STONINGTON, CT
15 APR 16 PM 1:37
CYNTHIA LADWIG
TOWN CLERK

REPORT OF THE EXECUTIVE DIRECTOR:

1. Under New Business we have as part of the CT CDBG Small Cities Grant Application, the Fair Housing Resolution 2015-2 that is required as part of our Fair Housing Marketing Plan.
2. Under New Business I have included Resolution 2015-3 that gives a formal approval to our 2015 Management Plan. The Board approved this at the February 12th meeting, however, CHFA has requested we do so in a resolution. SHA has not passed any resolutions until 2014.
3. Under New Business I have added Resolution 2015-4 that allows Stonington Housing Authority to donate \$10,000 to Greater Stonington Realty Corporation, our new non-profit being formed. These funds will be used as a match if approved by the CHFA CT Housing Tax Credit Contribution Program application. The application is due May 1, 2015. I have been working on the forms and gathering information. As soon as we finish the CDBG Small Cities grant application I will devote more time to the HTCCP. Chair Hyland suggested we contact Davis Standard and has provided me with the name of the Vice President of Finance. I will make contact to see if they are interested in purchasing the tax credits. If not, I will contact CL&P to see if they are interested as they purchase the majority of the tax credits. Commissioner Savin commented that the Secretary normally signs the resolutions. After discussion it was agreed going forward the Secretary will sign all resolutions and it will be then sealed.
4. Under New Business I included the revised Smoke Free Lease Addendum # 2 to replace the existing one. This is the Addendum that I distributed to you for comment.
5. Under New Business is the revised Addendum to the Lease that includes a statement related to the Smoke Free Lease Addendum # 2 above.
6. Also under New Business is PILOT or Payment in Lieu of Taxes that we provide to the Town based on the prior year income. Last year we paid the Town \$16,882.02 which is based on our total rent receipts, less utilities. We then calculate the net amount by 10%. Based on the 10% figure we then reduce the amount for the sewer use that was assessed and paid and the net amount becomes our PILOT. I have attached a copy of last year's calculation for 2013's income. In 2013 we paid \$16,485.39 based on 2012's income. I sent an email to ConnNAHRO requesting they send out an email to all housing authorities with CHFA elderly housing and received a few responses but nothing to base any real logic on. I was advised by another HA that CHFA maintained that data so I requested, through FOI, a copy of the Town by Town list of PILOT calculations and received the attached data which shows Stonington at 6%. At the same time I requested from the Town, a copy of our Cooperation Agreement that the PILOT is based on. I checked with the Town Clerk, First Selectman and Finance Department offices and no one could locate the document. Our records are very

minimal from early history so I knew that SHA was not a source. We have been paying 10% as far back as 2011 based on 2010 income. I haven't found any older PILOTS payments. Based on the 77 Housing Authorities, only, on the list provided by CHFA (Stonington included showing 6%) the average is 5.34%. Sharon has calculated the 2015 PILOT payment for 2014 at 10% and 6% for your review. The difference is \$10,227.88, see attached. I think based on the information CHFA has and no Cooperation Agreement on record, we should be able to renegotiate our PILOT for 2014. The Chair asked the Executive Director to speak with the tax collector and a letter will be prepared for the Chair's signature to the Town of Stonington requesting the PILOT be changed to 6% (in keeping with other towns) rather than the 10% we are currently paying.

7. Chair Hyland and I spoke with Attorney Melissa Mack and provided her with direction to start the paperwork on our new non-profit, the Greater Stonington Realty Corporation. We are anticipating Attorney Mack will be able to submit the paperwork to IRS to form the non-profit prior to the May 1st deadline for submitting the CHFA CT HTCCP application.
8. Much of my time has been spent gathering information for the CT Small Cities Community Development Block Grant Funds (CDBG). The Town has no point person to coordinate the grant information needed with the consultant, Larry Wagner so I stepped up and have been working on with Larry getting the materials needed for the grant. We held a Resident Meeting on March 4th and asked for comments from the residents on what was their highest priority. Again, the floors, windows, bathrooms, ventilation, closet doors (many have old bamboo strips), front entry doors and storm doors. With that information I met with our architect, Lasse Aspelin and his designer David Wert and we removed all related work to the community building and included any additional work in the apartments that was not included in the prior grant such as the windows, front exterior door and storm doors. I have attached a copy of the Condition of Existing Apartments and Proposed Scope of Work. As part of the resident meeting we requested residents write letters of support and we received 19 resident letters. In addition to the Board's Letter of Support we received letters from (thanks to the Board's contacts) Congressman Joe Courtney, State Representative Diana Urban, State Senator Andrew Maynard, two Town Housing Developers, one you may know Julie Savin from NWNH and Ken Olson from POKO. We also received letters of support from Karen Weiss, Town Sanitarian, Carol Umphlett, Social Services, Leanne Theodore, Social Services, Joan Wessell from Senior Resources, Vicki Anderson from PNC and the Commission on Aging and Jim Butler from SCCOG. Photos taken by Chuck were included showing the vinyl baseboard that was stapled on, windows that are rotting, the tank of a toilet, flooring that was cracked, some that have mismatched tiles and rusting disintegrated bathroom pipes. I revised our Fair Housing Marketing Plan based on the new regulations. I will bring a copy to review. The State changed their Fair Housing regulations effective 12/31/14 so we need to follow the new format which included a Resolution in # 1 above. I have a meeting on April 2nd with First Selectman George Crouse and Larry Wager to sign all the documents for the grant application. Larry

- needs several copies of the grant application made and it is due to the State Department of Housing on April 10th. At the Board's request, the Executive Director will call Diana Urban to request she contact Commissioner Kline in support of the application.
9. As of April 1st we have 1 vacancy that will be worked on over the next couple weeks. Cindy just rented 2 apartments that were vacant, one for March 25th and another for April 17th. We received notice that we will have another vacancy effective May 1st.
 10. We have gone through our existing waiting list so I am in process of creating an interim waiting list and running credit and police record reports on the existing 13 applicants. As soon as we have received the information I will write letters to any applicants that are being rejected and allow them time to request a hearing. Once we have a decision, we can hold a lottery and create a new waiting list. As our wait list is officially closed on April 10th; we receive any additional applicants we can run the credit and police records and again, send out any rejection letters, allow for a hearing and then place names and have another lottery, adding those names to the end of the waiting list. For the 1 vacancy we have effective April 1st and the one on May 1st we do not have a waiting list. We are required to leave the waiting list open for 90 days that can become an issue. CHFA and our Admissions Policy that allows us to do an interim wait list.
 11. CL&P has approved the cost to repair all of the 21 lights. We received 2 quotes, sent them to CL&P that was part of the approval for \$3,717.20 to complete the work. The work will begin as soon as weather permits.
 12. I attended a ConnNAHRO training on Housing Policies and Procedures. CHFA presented and gave an overview of the Policies each housing authority should have on record. I am planning on meeting with Cindy and Jamie from Groton to work collaboratively on new policies that are pertinent to each of us. CHFA provided a Power Point as a guide.
 13. Cindy has completed the rent re-certifications that includes collecting a lot paperwork. Many of the residents come with some of their paperwork and have to return with the remaining documents. It is a very long and time-consuming process. Once we have approval on the new Lease Addendum and Smoke Free Addendum # 2 we will have residents come in and sign. All residents have received the calculation of what their new rent will be.
 14. Cindy has prepared the attached two-week calendar. Copies are left at the front entry of the Community Building for the residents.
 15. For February Chuck completed, 76 total work orders, 60 for grounds, 3 for plumbing, 9 for electrical and 4 for cleaning. For March Chuck completed 98 total work orders, 8 for

carpentry, 55 for grounds, 13 for plumbing, 12 for electrical, 6 for cleaning and 4 for painting.

REPORT OF THE RESIDENT COMMISSIONER:

1. Tenants are working on the Sock Hop that will be held on Thursday, April 16th at noon. We will be having hamburgers, ice cream sodas and other treats. Please sign up to bring something. Thanks to Ruth Nolder, Patty Piccolo, Vera Shaw, Barbara DelBene, Arlene Norman and Megan Falcone.
2. On March 23rd "Coffee Talk" started at 10:00 a.m., Monday through Friday. We read the newspaper headlines, sports and news; obituaries were added by request. We will read full articles by request. UCONN Women's Basketball has been followed in detail. They won again!!
3. Thursday's chair exercise that takes place at 10:30 a.m. is very successful. They will always accept new people, so please try it out! We are so fortunate to have Juan and Paul running the program and generously donating their time.

Commissioner Careb noted she has a contact in the Stonington Historical Society who would love to come and speak with our residents about their "history" and how they are woven into the Stonington fabric. As many of our residents are historical enthusiasts, this would be a much welcomed endeavor.

NEW BUSINESS:

- a. Fair Housing Resolution #2015-2. Chair Hyland read the proposed resolution. A motion was made by Commissioner Bogue and seconded by Chair Hyland to approve Resolution 2015-2 as read. The motion carried 5-0-0.
- b. Resolution #2015-3; formally approve the revised 2015 Management Plan. Chair Hyland read the proposed resolution. A motion was made by Commissioner Leaman and seconded by Commissioner Careb to accept Resolution #2015-2 as read. Vote carried 4-0-1 with Commissioner Bogue abstaining.
- c. Resolution #2014-5; appropriating \$10,000 to Greater Stonington Realty Corporation. Chair Hyland read the proposed resolution. A motion was made by Commissioner Savin and seconded by Commissioner Leaman to accept Resolution #2014-5 with a change whereby the words "which will be" shall be placed before "incorporated". The motion passed 5-0-0.
- d. Smoke Free Lease Addendum #2. Chair Hyland made a motion that was seconded by Commissioner Bogue to approve the Smoke Free Lease Addendum as written. Passed 5-0-0.
- e. Addendum to Lease. A motion was made by Chair Hyland and seconded by Commissioner Careb to accept the Addendum to Lease as written. The motion passed unanimously 5-0-0.
- f. PILOT – This was discussed under the Executive Director's Report.

OLD BUSINESS:

- a. **Status of 501(c)(3) Non Profit Designation.** The Executive Director will complete the contact information requested by Attorney Mack and send it to her tomorrow.
- b. **2015 CDBG Small Cities Grant Application Update.** Application is finished and will be filed tomorrow (April 10, 2015). The Board thanked the Executive Director for all of her efforts in coordinating the application process.
- c. **Strategic Planning:** The date of May 21, 2015 has been chosen for the meeting to take place from 3 – 6 p.m. at Commissioner Careb's home.

PUBLIC COMMENT:

- a. Resident Barbara DelBene inquired about the proposed showers in the CDBG grant. Resident Ruth Nolder asked that a subscription to The Day be purchased for the "Coffee Talk" morning reading. Ruth also addressed the ongoing smoking issues that are causing her great physical distress. Chair Hyland stated that the new Lease Addendum will assure all residents are aware of the no smoking on campus rules. Violations will be handled on an individual basis.

ADJOURNMENT:

A motion was made by Commissioner Savin and seconded by Commissioner Bogue to adjourn the meeting at 4:58 p.m. The motion carried 5-0-0.

Respectfully submitted,

Kate Careb, Secretary