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**DRAFT**

Stonington Housing Authority  
Edythe K. Richmond Homes  
Community Building  
August 13, 2015  
Minutes

**CALL TO ORDER:**

Chair Thomas Hyland called the regular meeting of the Stonington Housing to order at 4:00 p.m.

**ROLL CALL:**

Those in attendance were Chair Hyland, Commissioners Julie Savin, Janice Bogue, Kate Careb, Beth Leamon, Executive Director Elaine Schmidt, Chuck Roberts, Becky Champlin.

**MINUTES:**

A motion was made by Chair Hyland and seconded by Commissioner Julie Savin to approve the minutes as written of the July 9, 2015 meeting. Motion passed unanimously 5-0-0.

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

Treasurer Leamon presented the Treasurer's report for July 31, 2015 showing a balance of \$2,311.00 in the Citizen's Pet account, a restricted cash special deposit of \$500.00 and \$19,234.80 in the citizen's checking accounts, with a total in all Citizen's checking accounts of \$22,045.80. With regard to savings and investments; a total of \$446,779.80, \$200.37 in petty cash bring the GRAND TOTAL of all savings and checking assets to \$469,025.97.

**BILLS AND COMMUNICATIONS:** None

**REPORT OF THE EXECUTIVE DIRECTOR:**

1. The best news is we received \$800,000.00 allocation from 2015 CDBG Small Cities Grant. Larry Wagner called to say the State has already sent out the contracts to be executed. I contacted First Selectman George Crouse's office and they already received the package. I asked Kris to send it to Larry Wagner and they will complete all the documents for First Selectman Crouse's signature. We have scheduled a meeting with the Architect, Larry and his staff and Chuck and I to go over the proposed work on August 24<sup>th</sup>. Larry is also arranging a meeting with the Town and myself to go over the grant responsibilities and process. Hopefully we will be out to bid by the end of September. The residents are very happy. After the meeting with the Architect and Larry, I plan to hold a meeting with the residents on August 27<sup>th</sup> to keep them informed of the process and answer questions they have.
2. Now that we received the award from the CDBG Small Cities funds, I can apply to CHFA for the Small Project funds for up to \$25,000. In order to apply for the CHFA funds you had to have matching funds available and the award of the CDBG Small Cities funds allows us to do that. I thought it would be an excellent opportunity to replace the rug in the community room and offices and install new kitchen, bathroom and laundry room flooring. Also, install new fixtures in the mens and ladies rooms that would be more energy efficient. For the community room and office flooring, my recommendation instead of carpet to install a wood look interlocking vinyl flooring that has a small amount of insulation and cushion and is very durable. This would make the entire room feel and be so much cleaner. Depending on the cost of the flooring and fixtures, if there are

any funds available once we get prices, I would like to replace the kitchen cabinets and at the very least the kitchen counters.

3. We lost power on August 5<sup>th</sup> from about 6 AM to 2 PM from the storm. The generator went on, as planned, and many of the residents came to the community room to keep cool and sit around and relax.
4. I received a copy of Connecticut's Advance Directives booklet. It provides several questions and answers and at the end of the booklet, it provides the legal forms so you can formally complete your Advanced Directive. We have ordered 75 copies for our residents. I am going to seek a professional who can explain the booklet and assist residents to complete the form. Becky Champlin is applying for her Notary and we would be able to have this completed for residents at no charge.
5. Chuck found a pipe in a resident's tub that had a leak behind the access panel. The leak would fill the concrete hole cut for the drain so when the concrete hole would fill up it would then seep out onto the flooring but wasn't consistent so it was difficult to pinpoint the source. The resident has contacted us periodically in the past about a smell and small amounts of mold and water on the floor. Finally Chuck got into the closet access panel and found the leak and has fixed it. He put a fan in the closet facing the access panel to dry it out. See attached photo. Mystery solved.
6. Chuck and I have finished the final 3 buildings for the Annual Inspections. Chuck has been keeping very busy with the minor repairs needed based on the inspections.
7. Several residents have been keeping track of 3 residents and the guests of 1 resident who are openly smoking on the property after hours or on weekends. We have a list of dates and times. When Chuck and I were doing an inspection on August 7<sup>th</sup> we observed 1 of the 3 residents mentioned above smoking on the property and I advised her that Chuck and I witnessed her smoking. I will be preparing Kapa Notices to these residents next week and have them delivered by the Marshall and will advise you of the follow up.
8. On July 23<sup>rd</sup> Ruth Nolder, Janice Bogue, Becky and I met to plan activities through December. Our first even was August 6<sup>th</sup> with a trip to Buttonwoods with 4 residents, Becky and myself. I am attaching a copy of the events planned for August. Bingo is still happening every Tuesday at 1:30 PM and the monthly Birthday Celebration is the 3<sup>rd</sup> Thursday. The puzzles are being built by several residents who stop in and add a few pieces. It's enjoyable to watch the participation.
9. Mark your calendar for Friday, December 4<sup>th</sup> for the Holiday Party. I asked Commissioner Careb for some suggestions on caterers or restaurants that may be able to provide and serve a nice dinner within our budget.
10. Our annual Worker's Compensation audit was done last week. There should not be any significant change.
11. I met with First Selectman George Crouse who was following up on a complaint from a resident. He and I met and discussed the residents' concerns and set a follow up procedure which has been done and documented. I am also working with Carol Umphlett relating to three other residents who need services. We hope to find agencies that will assist or two of the residents may need more critical care.
12. For July Chuck completed, 132 total work orders, 75 for grounds, 18 for plumbing, 10 for electrical, 13 for cleaning and 16 for carpentry.
13. We are attaching copies of the following financials:
  - Cash Balance
  - Budget to Actual
  - Cash Flow

Deposits  
Disbursements  
Bank Reconciliations  
Capital Improvements

**REPORT OF THE RESIDENT COMMISSIONER:**

- Resident Commissioner Bogue stated that it had been very quiet. Bingo is still being held on Tuesdays.

**NEW BUSINESS:**

- Executive Director Elaine Schmidt announced the approval of the 2015 CDBG Small Cities Grant in the amount of \$800,000.00. She plans to meet with the town officials who oversee the grant on August 24, 2015. Executive Director Schmidt plans to meet with residents regarding the grant at 2:00 pm on August 27<sup>th</sup> in the Community Center. The CDBG Small Cities Grant will include windows, bathroom upgrades, flooring, insulation between units as needed, primary doors, storm doors, and closet doors where needed.

**OLD BUSINESS**

- None

**PUBLIC COMMENT**

- Rosanne Cullen asked about painting the units during the renovations. She received a positive response. She also asked about the possibility of solar energy panels for the units. Discussion ensued. Commissioner Careb suggested talking to Mike O'Neil regarding the use of solar energy. Rosanne also asked about the distribution of new internal telephone directories. Executive Director Schmidt agreed to follow up with providing updated directories.
- Ruth Nolder discussed the continuing problem of smoking on the property. She thanked Executive Director Schmidt and the Board of Commissioners for their support in enforcing the no smoking policy.
- Ruth Nolder also requested that Mac Gray come more often to remove the money from the washers and dryers.

**ADJOURNMENT**

A motion was made by Vice-Chair Savin and seconded by Tenant Commissioner Bogue to adjourn the meeting at 4:37 p.m. The motion carried 5-0-0.

Respectfully submitted,

Kate Careb, Secretary

