

RECEIVED FOR RECORD  
STONINGTON, CT.

16 MAY 18 PM 2:28

CYNTHIA LADWIG  
TOWN CLERK

**DRAFT**

Stonington Housing Authority  
Edythe K. Richmond Homes  
Community Building  
May 12, 2016  
Minutes

**CALL TO ORDER:**

Chair Tom Hyland called the regular meeting of the Stonington Housing to order at 4:04 p.m.

**ROLL CALL:**

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

**MINUTES:**

A motion was made by Chair Hyland and seconded by Commissioner Bogue to approve the minutes of the April 14, 2016 meeting as amended. Motion passed 4-0-1.

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

Commissioner Leamon presented the Treasurer's report for April 30, 2016 showing a balance of \$2,977.50 in the Citizen's Pet account, a restricted cash special deposit of \$500.00 and \$21,195.65 in the citizen's checking accounts, with a total in all Citizen's checking accounts of \$24,673.15. With regard to savings and investments; a total of \$475,698.33 \$21.44 in petty cash bring the grand total of all savings and checking assets to \$500,392.92.

**BILLS AND COMMUNICATIONS:** None

**REPORT OF THE EXECUTIVE DIRECTOR:**

1. CHFA has our executed agreement for the \$500,000 CHFA Housing Tax Credit Contribution Program allocation, through GSRC. I also contacted Tom Dorsey from Eversource on their commitment to purchase the tax credits. He is coming to review the site and discuss the tax credits on Tuesday, May 10<sup>th</sup> at approximately 3:30 PM. You are invited to join if you're available. Tom Dorsey said he would be getting out their commitment letters within the next couple weeks. The deadline in June 7<sup>th</sup> to be received by CHFA.
2. Jim Sullivan provided his feedback on the bid documents. Larry Wagner's office made the changes and they are back to Jim Sullivan for final review. Jim is going to handle the bid opening in his office at the Town. The bid packages will be available through a printing company that interested bidders can obtain bid packages from and they will distribute any addendums through the process. We anticipate the bid will go out next week and the bid opening will be mid-June. Based on the time the selected contractor needs to get his bond and all contracts signed etc., we will probably start construction early to mid-July. Once the project is out to bid, I am going to arrange a meeting with the residents for Ron and I to thoroughly go over the process, what to expect, time frames etc. We will also be recruiting volunteers to help residents to pack their breakable belongings which will be stored in the garage during the construction process, by building. The residents are very

excited and looking forward to construction to begin. We will be sending notices out with plenty of time for residents to be ready. If you know of anyone who would be interested in volunteering to help residents pack, please let me know.

3. We received 2 responses to our RFP for Audit Services. This will be discussed under a separate agenda item.
4. We received the information from the person doing the Title Search on Fellows St. Ext. I forwarded a copy of his cover letter to you and will bring the maps and other documents to the meeting for your review.
5. On April 22<sup>nd</sup> Lynn Koroser-Crane and Jan Bonner came from CHFA for an Annual Site Observation. They did a Management and Physical Review of financials, application processing/tenants selection, general management operations and policy and procedures and inspected 5 units. We received an above average score of 91. They did find some of the brick patio areas that have sunken in spots and want that to be taken care of. One resident's GFI outlet didn't trip and it has been replaced and the resident had her emergency pull cords tied up so her cat couldn't play with it. Ron has one price to repair the patios and has an appointment with another and is going to ask another contractor for a price. We plan to apply to CHFA for 2 new exterior doors for the community room and the patio repair under their Small Projects Grant Program that allows up to \$25,000 to be granted. Ron has 1 price on the doors and is waiting for a bid from another contractor who came to the site. Once we have all the quotes together we will apply for the grant funds.
6. The Town Highway staff came twice to work on cleaning out the pond. It looks so much better. They will be back once the ground isn't as soft to do some additional work to remove more of the infilled area.
7. I have sent the new account form that needs to be completed for the account signers, in order to open the account at Chelsea Groton Bank. We will also need to establish an account for Greater Stonington Realty Corporation. Once we have the accounts open we will begin to move the funds from Citizens Bank to Chelsea Groton Bank.
8. The Westerly Community Credit Union signatures have been updated. I provided the minutes from the January 2014 meeting when I was authorized to be added as a signer.
9. Becky is preparing the monthly calendar that is delivered to all the residents and updating the wall calendar.
10. ICMA, the manager of our 401 plan has, due to new IRS regulations, required us to sign new Adoption Agreement and Suggested Affirmative Statement. We did not have a copy of the original Adoption Agreement but were able to get a copy from ICMA. There were no changes. However, Sharon Drago and I reviewed it thoroughly to assure we were in compliance.
11. Police Detective Floyd met with the residents on April 14<sup>th</sup> to speak about scams and the prescription drug take back program. As a follow up, Officer Friend and Kristen King from Human Services came on Monday, May 2<sup>nd</sup>, as part of their campaign to go to all the senior housing facilities to pick up unused prescriptions that residents had. I was amazed at the article in the Patch. They collected over 31 lbs. of old unused prescriptions.

12. As of May 13<sup>th</sup> both vacant units will have new residents. One resident is moving in on May 6<sup>th</sup> and the other is May 13<sup>th</sup>. Becky has been working with one of the new residents who is hearing impaired and helping with the equipment that will be needed to be installed. Ron has contacted Brookside Electric to get the correct equipment to be compatible with our fire, smoke and call for aid system. We will also be installing this equipment for an existing resident.
13. A group of residents are going to Smith Acres in Niantic to pick out the flowers for our window boxes and curb containers for the 3<sup>rd</sup> year. The owner of Smith Acres will give a little talk about new plants and color combinations. We are also planning on having lunch out. The boxes and planters will be done by the meeting on the 12<sup>th</sup>.
14. We purchased a new push lawn mower to get into small spaces that the rider mower couldn't. The site has been looking better especially with all the rain.
15. I'm going to the organic farm on May 21<sup>st</sup> to get the vegetable plants for our raised gardens. The residents will be making a list of the plants they would like to have. The yellow cherry tomatoes were a big hit last year.
16. Becky has been cleaning up and putting documents in folders in the computer for easier access which has been very helpful.
17. I fell at Groton Housing Authority on April 25<sup>th</sup> and hit my head on the credenza. After having a headache for over 24 hours and eye strain I decided to go to the walk in clinic. They sent me to the ER and I had a cat scan and the result was I had a concussion. I am working with the Hartford, our Worker's Compensation Insurance. Fortunately Groton Housing Authority also has the same insurance so they will be coordinating the claim.
18. Ron has provided the following information on the Maintenance status for mid-April to date:
  - Numerous work orders were handled during this period. Copies on file.
  - Attended the 2016 Advanced Alarm Security Systems Product Expo/Seminar.
  - Landscaping cleanup project between bldg. 12 & 14, adjacent to Connecticut Ave completed.
  - Put together computer table and chair in community room.
  - Moved picnic table from garage area to behind Building 12.
  - Started landscaping cleanup project behind Building 17.
  - Continuous grounds work, debris removal, pruning, etc.
  - Apt 4-3 cleaned and repaired.
  - Complete clean and repair of apt 9-3 to be completed by May 13th.
  - Grounds inspected daily and cleared of debris.

Ongoing projects for Spring 2016:

- Remove roof moss buildup on some of the buildings.
- Seal leaking gutters on all buildings.
- Remove mold from buildings needing it.
- Repair broken fencing on outside storage enclosures.
- Install drainage system behind Building 2.

- Scrape and paint park benches.
- Cleanout all paths leading to drainage outlets.
- Repaint all parking lot lines.

19. The following financial reports:

Cash Balances  
 Variance Report  
 Year to Date Budget vs Actual  
 Bank Reconciliations  
 Capital Improvements

REPORT OF THE RESIDENT COMMISSIONER:

April 14<sup>th</sup>: 10:00 a.m. Police came to talk about Police Scams & proper ways of disposing prescription medications.

April 21<sup>st</sup>: A group of 13 of us went to Lucky House for a nice luncheon. The food was fantastic and a great time was had by all.

April 30<sup>th</sup>: A group of residents went to calling hours & funeral for former resident Helen Hathaway.

May 10<sup>th</sup>: A group of 9 went to Smith's Acres Garden Center in Niantic. They gave us a speech about new plants & what it takes to produce a new type of flower or plant. We bought flowers for planting in boxes and planters around the community bldg. Afterwards, we enjoyed a nice lunch at Lillian's Café in downtown Niantic. This was a great place that Elaine found. Several people had lobster salad sandwiches and salads with the addition of avocado, grilled chicken and salmon.

Bingo, Walking Group, Scrabble, Yahtzee and Adult Coloring started in April with attendance by residents. Chair exercises started this month on Monday's at 1:00 p.m. with quite a bit of resident participation.

NEW BUSINESS:

- Update of Fire, Heat and Call for Aid System by Fire Chief/Fire Marshall Kevin Burns: Kevin Burns gave an update on the Fire Alarm System upgraded five years ago. Some of the systems are failing at this point. Cost of upkeep is high. The Fire Dept. is looking for contributions from other housing complexes and group homes to change to a new vendor. Chair Hyland moved to spend up to \$2,500.00 towards implementing a new system. Commissioner Leamon seconded the motion. Motion passed 5-0-0.
- Audit RFP review and approval: ED Schmidt recommended Maletta & Company, CPA'S to do the audit. Chair Hyland moved to hire them to do the audit. Vice Chair Savin seconded the motion. Motion passed 5-0-0.

OLD BUSINESS:

- 2016 HTCCP Update: Elaine met with a representative from Eversource. They agreed to give us \$500,000.00 in November. Mr. Dorsey stated he would also investigate replacing the

lighting in the community room. ED Schmidt recommended hosting an event to recognize Eversource when they give us the check.

- 2015 CDBG Small Cities Grant: ED Schmidt stated the bid the renovation is ready to go to bid within a week or so. Bid will take place in the community center or at the Police Station.
- Fellows Street Extension: After some discussion, Commissioner Leamon agreed to look into the issue further. Commissioner Leamon made a motion to table the decision regarding the Fellows St. Extension until next month. Commissioner Careb seconded the motion. Motion passed 5-0-0.
- Chelsea Groton Bank: ED Schmidt spoke about transferring all bank accounts from Citizens Bank to Chelsea Groton. SHA will benefit from the online banking.
- Welcome to SHA Regulations Update: Chair Hyland moved to accept the updated version of the SHA Regulations. Commissioner Careb seconded the motion. Motion passed 4-0-1.

#### PUBLIC COMMENT

- None

ADJOURNMENT: Motion made by Chair Hyland and Seconded by Vice Chair Savin at 4:40 p.m. The motion carried 5-0-0.

Respectfully submitted,

Kate Careb, Secretary