

Stonington Housing Authority  
Edythe K. Richmond Homes  
Community Building  
March 10, 2016  
Minutes

**CALL TO ORDER:**

Vice Chair Julie Savin called the regular meeting of the Stonington Housing to order at 4:00 p.m.

**ROLL CALL:**

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

**MINUTES:**

A motion was made by Commissioner Bogue and seconded by Chairman Hyland to approve the minutes of the January 14, 2016 meeting. Motion passed unanimously 3-0-0.

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

Vice Chair Savin presented the Treasurer's report for February 29, 2016 showing a balance of \$2,957.50 in the Citizen's Pet account, a restricted cash special deposit of \$500.00 and \$25,533.57 in the citizen's checking accounts, with a total in all Citizen's checking accounts of \$28,991.07. With regard to savings and investments; a total of \$464,536.58. \$200.37 in petty cash bring the grand total of all savings and checking assets to \$493,728.02.

**BILLS AND COMMUNICATIONS:** None

**REPORT OF THE EXECUTIVE DIRECTOR:**

1. The HTCCP application was submitted for \$500,000 on behalf of GSRC. We received a letter from CHFA and they questioned the amount of expenditure, per unit, was below their underwriting standards summary and requested an explanation. We responded that part of this is due to the reduction in our PILOT and our reduction in contract services. We sent the response and hopefully we will know soon if we are approved. Out of all the information that was provided as part of our application, I was very pleased that was the only question they had.
2. The CDBG Small Cities Grant contract is signed and we finally received a notice from DOH that the CT Human Rights and Opportunities (CHRO) set-aside requirements do not apply. Larry Wagner asked if we wanted to do the bidding process through SHA or the Town. I advised we would prefer to do through SHA unless the Town required us to bid through their procurement process. Hopefully we will be out to bid very soon. I asked the architect to include additional work such as replacing the flooring in the community room and bathroom fixtures as add alternates so if we are approved for the HTCCP we can include these items with the bid with the CDBG Small Cities funding.

3. I met with First Selectman Simmons and Town staff to discuss the access road off of Palmer Street that Mr. MacKenzie has requested an easement from SHA. The Town suggested we sell the road to the residents that access the drive. It was also suggested we do a title search to determine when and if we do own the site. I also have emailed Ed Wenke from the Winthrop Group who did the site expansion layout to see if he had any documentation on the site that may help and save us the cost of doing a title search. He responded that he did not.
4. Carol Umphlett came and pulled the names for our new lottery waiting list on February 9th. Of the 27 applications received we have approved 15 that established our new waiting list. Twelve applicants were denied. Of the 12 denied, we received requests from 2 for a hearing. If either are approved, after the hearing, they will be added to the end of the new waiting list. We have 1 couple on the waiting list and they are waiting for one of the larger one-bedroom units. All applicants on the waiting list were sent a letter to advise them their number on the waiting list.
5. We have one vacant unit and a new resident will be moving in on March 15<sup>th</sup> from the new waiting list.
6. We received an additional check for \$1,587.59 from our insurance for the claim, on apartments 12-2 and 12-5, for our rental loss which resulted in a final overall loss of \$1,423.49 which included our \$1,000 deductible.
7. Becky has started the resident annual re-certifications and as of today has completed 36, more than half of the residents. Becky quickly picked up the process and has done an excellent job. We are ahead of last year. We will complete all re-certifications by April 1<sup>st</sup> so residents will have a minimum 30 day notice of their new rent which is effective May 1<sup>st</sup>.
8. We called Protective Services about a resident.
9. Prior to my leaving on vacation, I sent the draft Welcome to Edythe K. Richmond Homes for your review. The Committee met three times and worked for several hours on the revisions. A lot of discussion ensued relating to many of the changes. It was good to get feedback and the residents' opinion. We arrived at a consensus on all. I want to thank Commissioner Bogue, Ruth Nolder, Joan Driscoll, Kathy Brown, Debbie Lee, Patty Piccolo and Roseanne Cullen for assisting in the process. Commissioner Bogue and Ruth Nolder worked on the revisions between meetings and then reviewed them with me. Ruth Nolder and I completed the final draft with all the corrections.
10. We have 2 quotes from one insurance company for apartment insurance for the residents. The lowest was \$66 annually and the other was \$83 with additional coverage. We will contact another agency to get a quote. We were hoping to be able to get a group rate to reduce the costs.
11. On February 9<sup>th</sup> we had our second soup lunch and 22 residents participated. We had five different soups, salad and desserts. The residents really enjoyed the event. Before everyone left they wanted to set a date for another event. We are having a casserole lunch on March 17<sup>th</sup>.

12. The February birthday party was held and several residents attended and had an enjoyable afternoon.
13. I prepared a Request for Proposals for our 2014 & 2015 Audit and will be sending it to ConnNAHRO to publish and advertise in the Westerly Sun and New London Day. I will also send it to our previous auditors.
14. Ron has provided the following information on the Maintenance status from December to date:
  - Numerous work orders were handled during this period. Copies are on file in the office.
  - SHA vehicle was repaired and passed emissions testing.
  - Snow Storms were handled by Ron and only twice did we have to call in our on-call maintenance staff
  - Apartment 3-1 was vacated. The apartment was thoroughly cleaned, completely painted out and the floor stripped and waxed.
  - Bi-annual LG Inverter heat pumps were cleaned to ensure all units run at optimum efficiency and are not a health issue (i.e. mold). Cleaning is currently ongoing.
  - Annual apartment inspections were completed and a summary was provided to the ED. Corrective action is ongoing.
  - Sidewalk frost heaves (areas where concrete is significantly raised) were marked with florescent paint to aid pedestrian safety.
  - Grounds are inspected daily and cleared of glass, debris and garbage.
  - Stop sign near main entry was falling down and was reset in concrete base.
  - One hot water heater had to be replaced.
  - The community room shredder was replaced. It gets a lot of use.
  - Installed a heater cable above the community room entry door and resealed the gutters at the corners to keep the ice from dripping onto the sidewalk.
15. The following financial reports:
  - Cash Balances
  - Year End Budget vs Actual
  - Bank Reconciliations
  - Capital Improvements

#### REPORT OF THE RESIDENT COMMISSIONER:

1. Yahtzee is very successful on a weekly basis. Bingo is once a week. We would like to see more people play. And we have the need for more volunteers to call Bingo numbers.
2. We just started playing Scrabble as well. Ruth Nolder or Janice Bogue can be contacted for scheduled play times.
3. Everybody really enjoyed the soup luncheon in February. The next luncheon is scheduled for March 17<sup>th</sup>, St. Patrick's Day. It will be a casserole luncheon. Sign-up sheet is in the community room.
4. Some residents are showing an interest in activities such as a walking group.

5. Vice Chair Savin suggested we explore other activities we could offer to residents. Ruth Nolder suggested putting together a committee to brainstorm ideas for activities. If interested in joining the group please contact Janice Bogue or Ruth Nolder.

#### NEW BUSINESS:

- Update on request by Ryan MacKenzie to have Easement for Right of Way on Sisk Drive. Chair Hyland asked for an update on the status of the easement. ED Schmidt said she had met with First Selectman Simmons and others at the Town of Stonington regarding the Fellows St. Extension and they suggested we have a title search done. ED Schmidt asked if the Board wanted the title search to be done and it was agreed upon.
- Revised Welcome to Edythe K. Richmond Homes. After some discussion Vice Chair Savin requested that on a portion of the regulations that refers to criminal offenses, we should itemize the entire list of felonies. ED Schmidt suggested asking Commissioner Leamon to assist with the wording. Ruth Nolder spoke in support to Vice Chair Savin's suggestion regarding the revised regulations. "By our regulations listing the offenses, it will mirror ED Schmidt's new tenant application requirements."

#### OLD BUSINESS:

- 2015 CDBG Small Cities Grant  
ED Schmidt referred to her report. She stated that she met with Larry Wagner, the consultant and they are ready to go to bid. Commissioner Bogue asked for clarification on possible matching funds needed to be contributed by SHA towards the grant and ED Schmidt explained the process.

#### PUBLIC COMMENT

- Resident Barbara Delbene asked ED Schmidt to explain the meaning of Protective Services. ED Schmidt explained that Protective Services in an agency in place of the State of CT to protect senior citizens.

ADJOURNMENT: Motion made by Chair Hyland and Seconded by Commissioner Bogue at 4:45 p.m.  
The motion carried 3-0-0.

Respectfully submitted,



Kate Careb, Secretary