

Stonington Housing Authority
Board Meeting November 10, 2022

Meeting Minutes

CALL TO ORDER:

Meeting called to order at 4:35 pm

ROLL CALL:

Those in attendance were Chair Kate Careb, Vice Chair Julie Savin (via phone), Commissioner Beth Leamon, Commissioner Kevin Beverly, Executive Director Marcia Sullivan, Resident Commissioner Deborah Lee and Resident Services Coordinator Laura Davies

MINUTES:

A motion was made by Commissioner Beth Leamon to approve minutes of July 14, 2022. Motion seconded by Deborah Lee. Motion passed

READING OF THE TREASURER'S REPORT:

Commissioner Leamon presented the Treasurer's report:

Berkshire Banking Checking \$103,897.68

Berkshire Money Market \$171,621.91

WCCU 36 Month CD \$152,574.08

Berkshire CD \$9,652.23

Security Deposit Escrow Acct \$22,692.19

WCCU Savings \$7.05

Executive Director Marcia Sullivan read a letter from attorney about alleged illegal removal of tree on neighboring property. Attorney is retained by our insurer to represent Stonington HA.

MAINTENANCE REPORT FROM RON NORMAND:

August: 17 Maintenance Requests

September: 16 Maintenance Requests

October: 12 Maintenance Requests including 5 Emergency Requests

- Helped set up and cook at annual Labor Day Cookout
- Held annual unit inspections
- Arranged for underground water leak repair by BLDG 11 & 12

- Apt 2-2 made ready for occupancy
- We are ready for snow removal.
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REPORT OF EXECUTIVE DIRECTOR:

Administrative & Property Management

- Marcia Sullivan started as Executive Director on 10/18/2022. She will be onsite Tuesday's and Wednesdays with additional remote hours. Total hours shall be 20 per week. Additional onsite days may be added on an as-needed basis.
- Laura Davies will be moving to 25 hours and now has both an administrative and resident services role. The SHA appreciates her efforts in the office over the past several months. Laura will be doing PHA Web training in advance of recertifications
- Obtained and updated, integrated phone system.
- Had a November 1st move in, and we are now 100% occupied.
- Marcia & Laura developing possible December events.
- Walked our property with Ron. Thank you to the residents who graciously allowed us into their homes.
- Ron & Marcia switching offices

Financial

- Developed a proposed 2023 operating budget for Board to review/approve prior to submittal to CHFA (extension)
- Worked with the Chair to learn to credit ACH payments; Berkshire Bank will provide instruction on remote deposits
- Holding off on final payment for traffic study pending review of our agreement.
- Delayed additional enrollment in Aflac pending Board clarification
- Commissioner Leamon asked about tenant assistance. Marcia described the program. Vouchers paid by others.
- Resolution to pass 2023 budget. Commissioner Leamon 1st & RC Debora Lee 2nd. Resolution passed.

Resident Services

- Art Therapy twice monthly and Food Pantry up and running.

Report of the Resident Commissioner

July-September... Bread Day is every Wednesday. In October it changed to Thursdays. The bread arrives at approximately 10:30 am

July-October... Bingo every other Tuesday at 10:30 am

July-September... Chair exercise on Monday's at 10:30

July 6th...We held our annual 4th of July BBQ
 July 11th...Sue Sedensky from PNC did a presentation for residents
 July 19th & August 23.... Residents met for Afternoon Tea & Coffee
 August & September...Community Crafting held monthly
 August-October...EKR has a food pantry in the Community Room. The food pantry is stocked once or twice a month. Since August, we have given 2,626 lbs. of food to our residents. The next pick up is November 15th. Ron & Laura will in person shop. Food for the Stonington Housing Authority has been provided, in part, by The Gemma E. Moran United Way/Labor Food Distribution Center.
 Art Therapy is a new program that started in October. It is funded partially by a grant from Senior Resources. Tunnesia Owens is a Licensed Master Social Worker and provides Art Therapy on the 1st & 3rd Tuesday's starting in October at 4:30 pm. Some examples of activities will include: Jewelry making, Painting, Music, Games and much more. We will serve a light meal after the session for those who attend. The sessions are free, but residents must sign up on bulletin board so that she can plan for supplies.
 September 1st...Annual Labor Day BBQ.
 September 16th...A representative from Stonington Free Library gave a presentation on services they provide and signed residents up for library cards.
 October 16th...Resident's decorated pumpkins. Pumpkins and supplies donated by EKR.
 October 18th...Residents were entertained by live music during dinner at Art Therapy.
 October 27th...Residents filled 106 bags of Halloween candy. Those who stuffed bags had a potluck lunch together supplied by the residents.
 October 31st...Residents gathered and gave out candy to relatives and neighboring children. We gave out approximately 60 bags of candy. Thanks to our residents for donating candy, making bags and set up/clean up on Halloween. It was a success because of our volunteers.

November Events

- 11/1/2022: Art Therapy & Potluck Dinner
- 11/9/2022: Flu Clinic at 10:00 am
- 11/9/2022: Soup Luncheon
- 11/15/2022: Bingo @ 10:30
- 11/15/2022: Art Therapy & Dinner @ 4:30 pm
- 11/21/2022: Community Crafting @ 1:00 pm
- 11/29/2022: Bingo at 1:00 pm
- 11/24/2022: Thanksgiving Breakfast

Old Business

- Working with CHFA to complete items required for funding to address retention pond issues.
- Follow up with engineer for status report
- Requesting CHFA training on program compliance as well as reaching out to the previous ED

Public Comment

- Ed Cullen asked about surplus in the budget.
- Doesn't understand reasons pond hasn't been addressed
- Can Town of Stonington fund the project?
- Chairman Kate Careb explained the role of The Town of Stonington
- Marcia stated she is speaking with CHFA about securing funds for the project
- Commissioner Leamon stated grants help us with improvements to the property. Two million dollars in improvements in the last 6 years.
- Ed Cullen asked what method is used to develop rental rates? Marcia Sullivan discussed the process. 3 income ranges and 3 base rents. Residents pay the greater of base rent based or 30% of income.
- Chair Kate Careb suggested Marcia & Laura do a program on recertification documents.
- Art Allen asked about a deduction for power chair? Admin explained that out of pocket medical expenses (documented) can be an income adjustment
- RC Deborah Lee asked about in person Christmas Party on behalf of residents.
- RSC Laura Davies explained that she contacted Ledge light and that they are still not recommending large gatherings. The community room is too small to accommodate everyone safely. We will have a catered lunch on December 9th. Residents will have the option to eat in community room or take meal home. Meals will be delivered to home bound residents.

Executive Session to take place via Zoom on December 8th at 5:00 pm. Marcia will set up.

Motion to adjourn by Commissioner Lee, seconded by Commissioner Beverly
Meeting adjourned at 5:20 pm

Kate Careb, Chair

