

**Stonington Housing Authority**  
**Board Meeting Minutes** *(Special)*  
**January 12, 2023**  
Final

**Call To Order:**

Meeting Called to order at 4.34 pm

**Roll Call:**

Those in attendance were Chair, Kate Careb, Commissioner Kevin Beverly, Executive Director Marcia Sullivan, Commissioner Debora Lee, and Laura Davies. Vice Chair Julie Savin & Commissioner Beth Leamon attended via phone.

**Minutes:**

A motion was made by Debora Lee to approve meeting minutes of November 10, 2022. Kevin seconded and the motion was passed.

**Reading of the Treasurers Report:**

Commissioner Leamon presented the Treasurer's report showing a balance of \$96,881.79 in Checking, \$9,653.23 Berkshire CD, \$180,437.68, Money Market, \$23,389.19 Security Deposit Account, \$152,574.08 Westerly Credit Union CD, and \$7.05 Westerly Credit Union.

**Maintenance an Asset Management Report:**

Marcia read Ron's report. Stated reasons for urgent work orders asked about in November meeting. Clogged toilets, No heat, No hot water, running toilet, Yellow jackets.

**Executive Director's Report:**

Marcia has been busy doing fiscal year end. Bookkeeper coming in to work on books. Has found nothing alarming. There were a couple of ATM/Debit purchases she had to track down and enter. January 30<sup>th</sup> is the deadline to have all documentation. Looks like we are about \$15,000 ahead for the year. Some of that is due to months where we did not have a full staff.

Marcia discussed the audit that for 2020-2021 has not yet been completed. She reached out to auditor and will be wrapping up that audit. The next audit will not be due until the end of 2023.

Marcia asked that the waitlist be closed as of January 31<sup>st</sup>. List has now been open for 10 months, which is much longer than normal. 22 applicants have been processed on current waitlist. We have 27 applications that need processed. We are telling people that ask for applications that they need to be returned by 1/31/2023. Debora Lee asked about how accurate waitlist numbers are as many people may not still want housing. Marcia stated that there will be an annual purge that will contact all applicants to see if they want to remain on waitlist. Marcia asked if she needed a resolution to close waitlist. Chair Kate Careb stated that was an administrative function and no resolution was necessary.

One new tenant has moved in in January.

Recertification packets have been sent out. Two informational sessions will be conducted on January 18<sup>th</sup> to educate residents and answer questions.

Marcia stated that CFHA would like us to increase rent as a way to increase revenue. She is gathering data needed by CFHA

Laura will be attending PHA Webb conference in April at Mohegan Sun. Marcia will be attending one day of ? Conference at Mohegan Sun.

Marcia has been in touch with Engineer that has been working on retention pond. She has to contact people to get estimates so that she knows how much money she needs for the project.

### **Resident Commissioner:**

Bread Day sporadic in December. Working on 2023 schedule with the Pawcatuck Neighborhood Center.

Bingo in November every other Tuesday at 10.30 am. In December, it changed to every other Tuesday at 1.00 pm.

Art Therapy held on 1<sup>st</sup> and 3<sup>rd</sup> Tuesday's at 4.30 pm. A light meal was served after. Sign up is requested at this event.

November 9<sup>th</sup> a flu clinic was hosted for residents with McQuades offering flu shots

November 9<sup>th</sup> we had a soup luncheon. Cost was \$5.00. Thank you to Ken, Ron, Joan, Laura, Debbie & Georgia for providing soups.

Thanksgiving morning EKR hosted a breakfast for residents.

December 1<sup>st</sup>, Residents made ornaments for outside tree.

December 2<sup>nd</sup>. Residents decorated Community room Christmas tree and had pizza lunch provided by EKR.

December 9<sup>th</sup>, EKR hosted a Holiday luncheon for residents. The community room was decorated and had eating accommodations for 20 people.

December 13<sup>th</sup>, residents and staff participated in a Yankee Gift Swap

December 15<sup>th</sup>, 8 residents & Laura went to The Lobster Trap Tree in Stonington Borough. Residents took the HOP bus.

December 21<sup>st</sup>, residents and staff participated in a cookie swap.

### **January Events:**

1/3 & 1/17 Art Therapy @ 4.30pm

1/10 & 1/24: Bingo @ 1.00pm

1/13/23 Music Therapy @ 4.00 pm

1/26/23: Crafting at 1.00 pm

**New Business:**

No new business

**Public Comment:**

Louise Bray asked about the automatic drafts for rent and why the withdrawal dates had been sporadic. Kate & Marcia informed them of some of the difficulties with the bank associated with the removal and adding of authorized users. Said they ACH drafts should now be more consistent at the beginning of the month.

Louise Bray asked if Ron was behind on repairs for the September inspections. Commissioner Lee told Louise that repairs that were needed immediately would take priority and be performed first. If the repairs were cosmetic, they would be performed after all other repairs.

Louise Bray asked about the slow draining of her sink. Marcia got the name of a plumber from Kevin and said she would have someone come to look and diagnose the problem.

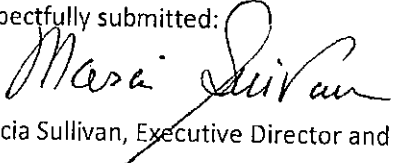
Ken Shew questioned last year's rent increase and thought it was more than \$4.00. Marcia explained it was the base rent that went up that amount. Marcia explained the base rent and income based rent system. She told residents that we would be having two sessions the following week that residents should attend to get educated and ask questions about the recertification process.

Ken Shew asked if we had amount for this year's rent increase since social security increased by 8%. Marcia explained that it was income based at that residents would pay either base rent or 30% of income, whichever was the higher amount.

Kevin made a motion to adjourn. Debora seconded and the motion to adjourn was passed.

Meeting adjourned at 5.04 pm

Respectfully submitted:

 3/9/23

Marcia Sullivan, Executive Director and Clerk