

Stonington Housing Authority

Zoom Online Regular Meeting

May 12, 2022

CALL TO ORDER:

Meeting called to order at 4:34 pm

ROLL CALL:

Those in attendance were Vice-Chair Julie Savin, Commissioner Beth Leamon, Commissioner Kevin Beverly, Executive Director Phylcia Adams, Resident Commissioner Debbie Lee and Resident Service Coordinator Laura Davies. Chair Kate Careb was absent.

MINUTES:

A motion was made by Commissioner Leamon and seconded by Vice Chair Savin to approve the Special Meeting Minutes of March 31, 2022.

READING OF THE TREASURER'S REPORT:

Commissioner Leamon presented the Treasurer's report as of March 31, 2022 showing a balance of \$54,124.30 in the Berkshire Bank checking account. A total of \$348,326.35 for savings and investments and \$200.37 in petty cash. The total of all savings and checking assets is \$402,651.02. Executive Director Adams noted statements would look different in the new computer system beginning April 1, 2022.

BILLS AND COMMUNICATION:

None from March & April

MAINTENANCE & ASSET MANAGEMENT REPORT:

Apartment 2-1 prepared for new move-in. Completed office wall and trim repairs after the installation of the heat pump. In March, handled 1 snow event and started the grounds work for spring. Managed the annual heat pump inspections. Participated in a HUD inspection. Upcoming projects for May include treating the mildew on the roof, power washing the buildings, and maintaining the grounds.

EXECUTIVE DIRECTOR'S REPORT:

Waitlist closed on March 5, 2022. 25 applicants were approved and added to the waitlist. Total waitlist number is 42.

Capital Needs assessment has commenced. Completed a site walk and inspection with the consultant. The report will be completed in June. The cost of the assessment is \$4,950.

Phylcia & Laura attended required training to be an administrator for the Senior Farmer's Market Nutritional Program. Residents will be able to pick up program vouchers from the office.

Made the transition from QuickBooks to PHA-Web. March 2022 is the last month that QuickBooks was used for accounting.

We currently have no vacancies, but one apartment will be vacant on May 31<sup>st</sup> because a tenant passed away.

The bi-annual audit has commenced.

The pond restoration is in progress. The engineer provided an estimate for his services (\$8000.00) To continue with the grant application process, there is an additional cost to get a Phase 1 Environmental Site Assessment (\$2,100.00) and a Hazard Materials Survey (\$6,000.00)

Made a transfer in April from the checking account to the replacement reserve account per the annual budget.

The annual mini-split heat pump maintenance was completed on April 25<sup>th</sup>. The cost for this service is \$13,000 and will be paid in May.

In May, the cracks in Sisk Drive will be sealed by a third-party contractor. The town's Public Works Department maintains Winthrop Ave and the cracks in that road have been sealed already.

The evergreen bushes at the entrance were removed to help ease safety concerns. Will work with a landscaper to improve the area.

#### RESIDENT COMMISSIONER REPORT:

Bread Day is every Wednesday. The bread arrives at approximately 8:30am.

Bingo is every other Tuesday at 10:30am.

Chair Exercise is every other Monday at 10:00am. Starting in May, Chair Exercise will be held every Monday at 10:30am.

Community crafting is once a month. March 15 crafters made solar mason jars with fairy lights, scissor holders, and bracelets. April 12 crafters made pressed flower bookmarks. Thank you to the residents who provided materials for crafting.

April 20 PNC hosted an Easter lunch for their clients. Our residents were invited to attend.

Community Garden will be starting soon. Sign up sheets for volunteers to plant and water will be posted on the bulletin board.

#### March Events

- 3/8/2022 Bingo 10:30am
- 3/15/2022 Community Crafting 1:00pm
- 3/22/2022 Bingo 10:30am

#### April Events

- 4/4/2022 Chair Exercise 10:00am
- 4/5/2022 Bingo 10:30am
- 4/12/2022 Community Crafting 1:00pm
- 4/18/2022 Chair Exercise 10:00am
- 4/19/2022 Bingo 10:30am

- 4/20/2022 PNC Easter Lunch

#### May Events

- 5/2/2022 Chair Exercise 10:30am
- 5/3/2022 Bingo 10:30am
- 5/3/2022 Community Crafting 1:00pm
- 5/5/2022 Celebration of Mothers hosted by EKR 10:30am
- 5/9/2022 Chair Exercise 10:30am
- 5/16/2022 Chair Exercise 10:30am
- 5/17/2022 Bingo 10:30am
- 5/17/2022 Planting of flower boxes and pots by Community Room 1:00pm
- 5/23/2022 Chair Exercise 10:30am
- 5/25/2022 Hydroponic Garden Planting 11:30am
- 5/26/2022 Memorial Day Cookout (sign up/\$5) 11:00am
- 5/31/2022 Bingo 10:30am

#### OLD BUSINESS:

CDBG Small Cities Grant. Not applying this year. Hope to apply next year.

Federal Express Deliveries: problem with packages not getting delivered to actual residential units have been resolved.

#### NEW BUSINESS:

Resolution 2022.01 Bad debt Write Off: \$6,329.21 rent/cable to be written off related to people who are no longer residents and debt is uncollectable. Commissioner Leamon made a motion to approve write-off. Debbie Lee seconded the motion and it was passed.

Motion made to enter Executive Session by Debbie Lee. Commissioner Leamon seconded and the motion was passed.

#### EXECUTIVE SESSION:

Discussed legal action against tenants and provided an update on human resources policies and procedures.

Vice-Chair Savin made a motion to return to the regular meeting. Kevin seconded and the motion was passed to return to the regular public meeting.

#### PUBLIC COMMENT PERIOD:

Resident Irene Moore provided a letter from Donna Haggerty that said that Becky was a big help to her.

David Perrin unhappy that Becky is gone and would like her to come back.

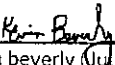
Frances Miner mentioned Becky was the glue that held the community together.

Louise Bray mentioned tenants are providing supplies for craft activities and think they should be provided by the housing authority. She also mentioned there is no stop sign on Trumbull Street.

ADJOURNMENT:

Debbie Lee made a motion to adjourn the meeting. Kevin seconded. Meeting adjourned at 6:01 pm.

Respectfully submitted,

  
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kevin beverly (Oct 27, 2022 21:17 EDT)

Kevin Beverly, Secretary