

**Stonington Housing Authority
Zoom Online Regular Meeting
July 14, 2022
Minutes - FINAL**

CALL TO ORDER:

Meeting called to order at 4:35 pm

ROLL CALL:

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

MINUTES:

A motion was made by Vice Chair Savin and seconded by Commissioner Lee to approve the Meeting Minutes of May 12, 2022 with one correction.

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:

Received a letter of support for a 2023 CDBG application for Representative Greg Howard.

MAINTENANCE & ASSET MANAGEMENT REPORT:

- Participated in On-site/Insight Capital Needs Assessment walk through
- Oversaw Sisk Dr. crack sealing project by Levi French Paving Co.
- Helped set up and cook for annual Memorial Day cookout
- Received training on PHA software.
- Set up flower box planting station for residents.
- Participated in Apt 4-4, Annual HUD Inspection.
- Powerwashed all buildings.
- Apt 7-3 made ready for new occupancy.
- Attended meeting with United Way Resource manager concerning onsite food pantry development.
- Upcoming projects for July/Aug: Food Pantry development, construct flower box below EKR sign at entrance, oversee tree removal, sign installation.

EXECUTIVE DIRECTOR'S REPORT:

Operations:

1. The capital needs assessment is nearly complete. Onsite Insight completed the first draft of the assessment. A copy is included for your review.
2. A new Assistant Property Manager was hired in June. Her name is Amie.
3. Levo International donated and installed the hydroponic gardens. Residents and staff have volunteered to maintain them as well as the raised beds.
4. Completed the annual Income & Expense Audit Report and submitted it to the Town of Stonington.
5. RSC Laura has initiated contact with the Gemma Moran Food Bank to start a food pantry in the community room.
6. SHA is an administrator and distribution site for the Senior Farmers' Market Nutrition Program. We should receive the vouchers in July for distribution to qualified residents.
7. SHA is a worksite for the Summer Youth Employment Program through New London Youth Affairs. 1 youth worker will begin in July.
8. Pending legislation includes an act to require annual training for housing authority commissioners and an act to require installation of electric vehicle charging stations.

Financial:

1. We currently have no vacancies, but anticipate 2 vacancies soon. There were 2 vacancies in May- one tenant passed away and received a full refund of the security deposit. The unit was reoccupied in June. The other tenant moved to a nursing home. The unit was reoccupied in May.
2. The annual Workers' Compensation audit is complete. The premium was \$8,746. In 2021 the premium was \$8,930.00. The policy expires on 4/30/2023.
3. The Liability Insurance Policy with HAI Group has been renewed. The cost was \$4,709. In 2021 it was \$4,471. The expires on 6/30/2023. The Property Insurance Policy is scheduled to renew in August.
4. Submitted a grant request to HAI Group to request funds to replace 4,800 sqft of damaged sidewalks, ramps, and curbing. The total request was \$155,450.
5. Worked with RSC Laura to complete a panel interview regarding a grant request to Senior Resources on Aging. We requested \$8,381 in funds to contract with licensed clinical social workers to provide onsite recreation and mental wellness activities for the residents.

Maintenance:

1. In May, the cracks in Sisk Drive were sealed by a third-party contractor.
2. The pond restoration project is in progress. The engineer will be prepared to attend the Town's Wetlands meeting in August. The engineer will provide a list of contractors that can complete the pond restoration project so that I can get cost estimates.
3. The concrete supporting walls on buildings 11 and 12 were repaired by a masonry contractor. The walls will be painted this summer by the Summer Youth Employment Program employee. The next project is to repair the balconies on buildings 11 & 12.

4. One of the washers leaked on the laundry room floor. Only the laundry area was impacted. Our insurance company conducted an assessment for damage. Working with our attorney to cancel the contract and get a new laundry vendor.

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 10:30am.

Community Crafting....May 3 crafters made tissue paper flowers to decorate the tables for the Celebration of Mothers. June 21 crafters painted picture frames.

May 5 EKR hosted a Celebration of Mothers for our residents. Hors d'oeuvre's and beverages were served.

May 17 residents and Laura planted flowers in the window boxes and planters by the Community Room.

May 23 residents and Laura planted the community garden. We planted cucumbers, green peppers, oregano, parsley, scallions, zucchini squash, summer squash, tomatoes,

May 26 Levo International came and installed the hydroponic gardens. They planted lettuce and basil.

May 26 residents had a Memorial Day picnic. The cost of the picnic was \$5 per person.

June 14 Officer Saunders, SPD, came and gave a presentation to residents about Community Safety.

June 17 EKR hosted a Celebration of Fathers lunch.

July Events

- 7/6/2022 July 4th BBQ hosted by EKR
- 7/11/2022 Chair Exercise 10:30am
- 7/11/2022 Susan Sedensky, PNC, Presentation on Services
- 7/12/2022 Bingo 10:30am
- 7/14/2022 Cynthia Gardiner, SHS, Renter Rebate
- 7/18/2022 Chair Exercise 10:30am
- 7/19/2022 Afternoon Tea & Coffee 1:30pm
- 7/25/2022 Chair Exercise 10:30am
- 7/26/2022 Bingo 10:30am

OLD BUSINESS: None

NEW BUSINESS: None

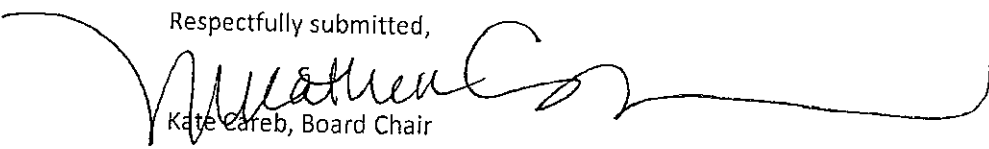
EXECUTIVE SESSION: None

PUBLIC COMMENT PERIOD: No public comments

ADJOURNMENT:

Beth Leamon made the motion to adjourn. Julie Savin seconded the motion.

Respectfully submitted,


Kate Careb, Board Chair