

Stonington Housing Authority  
Zoom Online Special Meeting  
March 31, 2022  
Minutes

**CALL TO ORDER:**

Chair Kate Careb called the special meeting of the Stonington Housing Authority to order at 5:35pm.

**ROLL CALL:**

Those in attendance were Chair Kate Careb, Vice-Chair Julie Savin, Commissioner Beth Leamon, Commissioner Kevin Beverly, Resident Commissioner Debbie Lee, Executive Director Phylicia Adams, and Becky Champlin. Vice-Chair Savin exited the meeting at 5:59pm. Commissioner Leamon exited the meeting at 6:35pm.

**MINUTES:**

A motion was made by Commissioner Leamon and seconded by Vice-Chair Savin to approve the Special Meeting minutes of January 27, 2022. Motion passed 5-0-0.

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

Commissioner Leamon presented the Treasurer's report as of February 28, 2022, showing a balance of \$61,396.90 in the Berkshire Bank checking account; for a total cash operations of \$61,396.90. A total of \$347,742.75 for savings and investments and \$75.82 in petty cash. The total of all savings and checking assets is \$409,215.47.

**BILLS AND COMMUNICATIONS:** ED Adams stated there was one communication from the Chamber of Commerce in regards to the Class of 2023 Eastern CT Chamber of Commerce Leadership Program. It states that Waterford Country School has been chosen as the beneficiary for the capstone project. ED Adams stated that SHA contributed a \$200.00 donation to this project.

**MAINTENANCE AND ASSET MANAGEMENT REPORT:**

- Apts. 5-2 and 3-2 prepared for new move in's.
- Removed exterior/interior holiday lighting.
- Handled three snow events.
- Facilitated HUD/Section 8 inspection of apt. 2-2.
- Helped set up Community Room for memorial service for Susan Tilney.
- Upcoming projects for March: Prepare apartments 6-1, 5-3, and 2-1 for move in. Prepare equipment for spring/summer season.

## REPORT OF THE EXECUTIVE DIRECTOR:

### Operations:

1. The waiting list closed on March 5, 2022. We've received 35 applications so far.
2. Annual recertifications are in progress. The deadline to complete them is March 31<sup>st</sup>. Some residents needed additional assistance with gathering the required documentation.
3. The Eastern CT Community Garden Association has started growing vegetable to donate to our raised garden beds. Levo International will complete annual maintenance on the hydroponic gardens and bring herbs and lettuce in late-May.
4. The RSC has been working one-on-one with residents to help in a variety of ways.

### Financial:

1. We currently have 3 vacancies.
2. The bi-annual audit will take place this year. I've contacted Maletta & Co. for the audit engagement letter.
3. On-Site Insight will conduct the updated capital needs assessment (CNA) this year. This company completed the original CNA in 2013 and will update it to include an energy analysis, which is a new requirement by CHFA.
4. The housing authority may have the opportunity to apply for grant funding to address stormwater drainage issues and restore the pond. Additionally, there are some other projects that we can consider that aligns with the capital needs assessment and initiatives to improve the quality of life for residents. The max ask is \$1.5M.
5. Made a transfer in February from the checking account to the replacement reserve account.

### Maintenance:

1. The annual mini-split heat pump maintenance has been scheduled and will begin on April 25<sup>th</sup>. This process will take 5 days and residents will be properly noticed that the contractor will enter their homes.

## REPORT OF THE RESIDENT COMMISSIONER:

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

Beginning in March, Bingo is every other Tuesday at 10:30am.

Chair Exercises have been canceled for January and February due to increase of Covid numbers. They will resume in April. Date and time to be determined.

February 15 - residents attended the soup luncheon. Residents and staff made a variety of 5 different soups. Twelve residents attended the luncheon. A fee of \$5 was charged to those who did not make a soup. Everyone enjoyed being able to gather again.

On February 24 we had a Community Garden Meeting. We will be planting tomatoes, cucumbers, summer squash, zucchini squash, green peppers, garlic, and a variety of herbs in the raised beds. The hydroponic gardens will also have a variety of vegetables including lettuce. We should receive the plants around June 1. When we know the date the plants will arrive, a sign-up sheet for planting and watering will be posted on the bulletin board.

#### January Events

All resident activities including bingo, chair exercises and scrabble are canceled until further notice due to the severe increase in numbers of COVID-19 cases. We want all of our residents to stay safe and healthy.

#### February Events

- 2/15/2022: Soup Luncheon 11:00am – noon
- 2/24/2022: Community Garden Meeting 11:00am

#### March Events

- 3/15/2022: Community Crafting (Date/Time To Be Determined)
- 3/22/2022: Bingo 10:30am

#### April Events

- Community Crafting (Date/Time To Be Determined)
- Chair Exercises (Date/Time To Be Determined)
- 4/5/2022: Bingo 10:30am
- 4/19/2022: Bingo 10:30am

OLD BUSINESS: ED Adams stated there was no old business at this time. However, ED Adams brought up the past discussion about the high yield savings account as she is looking into other investment opportunities.

NEW BUSINESS: A motion was made by Chair Careb to add a discussion to the Agenda on New Business in regards to applying for the CDBG Small Cities grant. Commissioner Leamon seconded the motion. Motion passed 5-0-0.

- CT Neighborhood Assistance Act Program: ED Adams stated this is a grant program that SHA can apply to in partnership with the Town of Stonington. The focus of this grant is on energy efficiency projects. Adams said she will speak with the town and a consultant to see what the best path forward is in applying for this grant. Vice-Chair Savin discussed the specifics of this particular grant. Chair Careb mentioned the possibility of getting a locally-based company to purchase the tax credits in the event SHA receives this grant.
- CDBG Small Cities Grant: Vice Chair Julie Savin exited the meeting. ED Adams stated this grant is a funding opportunity to help low and moderate income communities. The funding

comes from the Federal Government. She stated SHA is being considered as a potential applicant for this grant. The maximum amount to apply for is 1.5 million dollars. ED Adams stated she would like to apply in order to fix the storm drainage issue and restore the storm water retention pond. She would also like to replace the kitchens in buildings 15, 16, and 17 as well as some water heaters and refrigerators. She also mentioned wanting to have an outdoor patio space where residents can gather. ED Adams stated the application process for this grant is long and complicated. She said she will have to work with the Town of Stonington as well as hiring a consultant to help with the application process. ED Adams stated she has reached out to two consultants and they have given her their fee. Both consultants estimate about 40 hours of work to complete the grant. Further discussion ensued regarding the cost of the two consultants and their past history with applying for this particular grant. Chair Careb made a motion to spend up to \$5,000.00 upon hiring a consultant to complete the CDBG grant application. Careb also added to the motion that ED Adams will negotiate further if needed if expenses go beyond the \$5,000.00. Resident Commissioner Lee seconded the motion. Motion passed 4-0-0.

#### PUBLIC COMMENT:

Resident Louise Bray brought up a discussion on the retention pond and asked if anything will be done about it in a reasonable length of time. She stated the cattails have really overtaken it. There are nesting birds in it which she loves to watch. Chair Careb stated that if we get grant funding we could beautify that whole area. Bray mentioned having a gazebo at the pond would be nice.

Bray also spoke about the fact that most residents at SHA are elderly or disabled. She stated that large packages are not being delivered to residents apartments. They are being left outside at the Community Room Building instead. She stated that people who are elderly or have disabilities are not able to retrieve large heavy deliveries from the main building to their units. This has become a major problem. ED Adams stated she has called FedEx to complain about this situation. She said at the national level FedEx is saying packages are to be left at the door of the recipient. At the local level they are saying packages do not have to be left at the door. Resident Commissioner Lee said we have to come up with a solution because FedEx is not helping us. Chair Careb said we have to hold FedEx & UPS responsible for this problem. Careb suggested posting a sign outside stating this is not a drop off location for packages and that packages must be delivered to the units. Commissioner Leamon suggested calling the local newspapers. Chair Careb stated she will get in touch with a news team to come out and do an investigative story as well. Resident Kathaleen Wahl suggested contacting the legal department of FedEx.

Resident Susan McDormand stated she was on a Housing Board in Vermont and they would contact local banks in regards to purchasing tax credits for grants. ED Adams said the local banks are eligible to participate as well. Chair Careb said to definitely put them in the mix and thanked Susan for making that suggestion.

Bray mentioned when the renovations were done a few years back on all the apartments that overhead fans were supposed to be installed in the kitchens. She also said insulation was supposed to be put in between the inside kitchen and bathroom walls. ED Adams stated putting the insulation in was originally in the project but was removed from the scope of what was to be done. Bray said residents were not informed of that. Chair Careb told ED Adams to look into whether or not these improvements can be added into the next grant application.

Bray brought up a discussion on feeding the birds during the spring and summer. ED Adams said she would contact Ledge Light Health District to get their advice.

Bray asked if Board Meetings are going back to monthly. Careb stated they are scheduled bi-monthly for the year. She said we could try having the May meeting outside at SHA weather permitting. The next meeting is scheduled for May 12 at 4:30pm.

ADJOURNMENT: A motion was made by Resident Commissioner Lee and seconded by Chair Careb to adjourn the meeting at 6:47pm. Motion passed 3 -0-0.

Respectfully submitted,

Kevin Beverly  
Kevin Beverly (May 18, 2022 13:27 EDT)

Kevin Beverly, Secretary