

Stonington Housing Authority
Edythe K. Richmond Homes Community Building
Regular Meeting
January 9, 2020
Minutes

CALL TO ORDER:

Chair Kate Careb called the regular and annual meeting of the Stonington Housing Authority to order at 4:30 p.m.

ROLL CALL:

Those in attendance were Chair Kate Careb, Vice-Chair Julie Savin, Commissioner Beth Leamon, Executive Director Phylicia Adams, and Becky Champlin. Commissioner Kevin Beverly and Resident Commissioner Debora Lee were absent.

MINUTES:

A motion was made by Vice-Chair Savin and seconded by Commissioner Leamon to approve the minutes of the November 14, 2019, regular & annual meeting and the minutes of the December 6, 2019 Special Meeting. Motion passed 3-0-0.

READING OF THE TREASURER'S REPORT:

Commissioner Leamon presented the Treasurer's report as of December 31, 2019, showing a balance of \$38,859.55 in the Berkshire Bank checking account; \$3,523.22 in the Berkshire Bank Pet Deposit account; for a total cash operations in all Berkshire accounts of \$42,382.77. A total of \$310,757.66 for savings and investments and \$55.63 in petty cash. The total of all savings and checking assets is \$353,196.06.

BILLS AND COMMUNICATIONS: None

MAINTENANCE AND ASSET MANAGEMENT REPORT:

- Set up for Holiday Dinner Party including exterior lighting.
 - Cleaned up after two now events.
 - Apartment 1-3 renovated for occupancy.
 - Set up temporary drainage by bldg. 12.
 - Upcoming projects for January: LG cleaning for bldg's 11, 12, & 14, look into security camera upgrades, and office building security door upgrade quotes.
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REPORT OF THE EXECUTIVE DIRECTOR:

Operations:

1. Posted the Resident Service Coordinator job announcement on our website, at Stonington Human Services, on the Conn-NAHRO website, and with the Chamber of Commerce of Eastern Connecticut. Applications will be accepted until January 31, 2020.
2. Working with staff and resident commissioner to review and revise the Resident Handbook. Will have a draft ready by the next board meeting.
3. The Town of Stonington has started a Special Needs Registry. The purpose is to identify residents of the community who will need assistance with transportation to the Town Emergency Shelter in the event of a natural disaster. Residents are encouraged to complete the form. Forms can be picked up at the office and staff will send them to Human Services.

Financial:

1. Greater Stonington Realty Corporation received the tax credit funding from Eversource.
2. Annual rent recertifications will begin this month.

Maintenance:

1. Working on improving signage throughout the community. Contacted 2 companies to get estimates for a community map directory to be posted near the community room building as well as other signs to direct guests and visitors throughout the property.
2. Contacted two companies to assess and improve security in our community. One company is preparing an estimate and I'm scheduled to meet with a representative from the second company this week.
3. Ron ordered a deadbolt installation kit and will begin to install the deadbolts to the front door of all of the units this week. The deadbolts are the same brand as the existing door locks. The estimated cost for the deadbolts is \$1,200.00. We still need to get an estimate from the locksmith to get each deadbolt key match the existing key.

OLD BUSINESS:

- No old business on the Agenda

NEW BUSINESS:

- Upgrade Campus Security: ED Adams stated she met with two companies regarding on-site security cameras and discussed some different options. Discussion ensued as to whether or not there was a need to trench lines vs. doing it via wi-fi. Chair Careb suggested to ED Adam to also obtain some information and options from AT&T and Xfinity. ED Adams also stated
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she met with a Risk Control Specialist from our insurance company, who provided this free service. She stated they had a long discussion about security on the property and he gave some very good suggestions in regards to entering & exiting the community room building. He also suggested putting some stop signs before entering the parking lot & motion sensor lights at the garage area. Commissioner Leamon suggested perhaps looking into the emergency phone boxes and the possibility of placing some on the property as an extra level of security for residents. Chair Careb stated it might be a good idea to look at what college campuses do and to look at any grant funding that may be available for this sort of project. ED Adams stated she spoke to the Risk Control Specialist about possibly locking the storage shed units that house the fire and electric panels as added security. She stated we would need to notify the police and fire dept. if we choose to do this. ED Adams also stated she is working on updating the Emergency Preparedness Guidelines.

PUBLIC COMMENT:

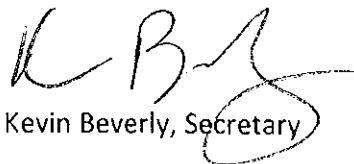
Resident Ruth Nolder asked if every heat pump will be replaced. ED Adams stated 44 units will have theirs replaced. She said buildings 11, 12 & 14 will not be replaced due to future construction plans to tear those buildings down.

Resident Donna Haggerty made a comment regarding brown water coming out of her shower a few weeks ago. She also stated leaves on the property should be cleared before we get inclement weather such as snow.

Neighbor Sue Jones asked about the drainage pipe and what direction it would go in when the Town of Stonington repairs it. ED Adams stated it would go between buildings 12 and 14 and towards Connecticut Ave. She said the work on the drainage issue would be starting on Monday.

ADJOURNMENT: A motion was made by Vice Chair Savin and seconded by Commissioner Leamon to adjourn the meeting at 4:57 p.m. Motion passed 3-0-0.

Respectfully submitted,


Kevin Beverly, Secretary