

Stonington Housing Authority  
Zoom Online Regular Meeting  
February 11, 2021  
Minutes

CALL TO ORDER:

Chair Kate Careb called the regular meeting of the Stonington Housing Authority to order at 4:33 p.m.

ROLL CALL:

Those in attendance were Chair Kate Careb, Vice-Chair Julie Savin, Commissioner Kevin Beverly, Executive Director Phylcia Adams, and Becky Champlin. Commissioner Beth Leamon entered the meeting at 4:37 p.m. Resident Commissioner Debora Lee was absent.

MINUTES:

A motion was made by Vice Chair Savin and seconded by Commissioner Beverly to approve the minutes of the January 14, 2021 regular meeting. Motion passed 3-0-0.

READING OF THE TREASURER'S REPORT:

Phylcia Adams presented the Treasurer's report as of January 31, 2021, showing a balance of \$42,165.82 in the Berkshire Bank checking account; \$3,626.60 in the Berkshire Bank Pet Deposit account; for total cash operations in all Berkshire accounts of \$45,792.42. A total of \$313,743.56 for savings and investments and \$133.87 in petty cash. The total of all savings and checking assets is \$359,669.85.

BILLS AND COMMUNICATIONS: There were no bills or communications.

MAINTENANCE AND ASSET MANAGEMENT REPORT:

- Sanitized the Community Building 1-2 times daily.
- Helped set up for bread deliveries on Thursdays.
- Assisted Alarming Ideas with camera installation project.
- Handled major snow event on 1/27.
- Upcoming projects for Feb: Turn over apartments 12-2, 1-3, and 2-2. Heat pump filter cleaning and bathroom exhaust fan cleaning.

REPORT OF THE EXECUTIVE DIRECTOR:

Operations:

1. Annual resident rent recertification is in progress. Residents have until March 5<sup>th</sup> to submit their documents to the office.

2. Some residents have disclosed that they have received their first vaccine. A survey went out to residents to ask if they intend to get the vaccine along with other questions to help staff understand how we can best assist.
3. We'll use the vacant units to show to applicants on the waitlist and to give tours to Town officials.
4. We plan to open the waitlist on from March 1<sup>st</sup> to March 31<sup>st</sup>. We currently have 18 people on the waitlist but a few people are not yet ready to move due to various circumstances.

Financial:

1. We currently have 2 vacant units. One will be ready for lease-up on February 12 and we have a tenant that is ready to move in. The other will be available by February 19, depending on the weather. We have a tenant that gave a notice to vacate and intends to vacate in February.
2. We ended 2020 with a financial gain. Incorporating the rent stratification plan has helped to stabilize property income.
3. Started the process to file an emergency claim with FEMA for assistance with costs related to COVID.

Maintenance:

1. In 2020 we replaced 9 refrigerators; 3 stoves; 1 hot water heater; and 3 AES radio boxes. We completed a repair on the storm drainage system that was backing up on the property. Deadbolts were installed to increase resident safety and modifications made to the office to make it more secure for staff. Grant funding assisted with the cost to replace interior light fixtures in the apartments and install LED bulbs, airsealing the apartments, replacing heat pumps, and replacing a portion of the sidewalks.
2. In 2021 we plan to complete some kitchen upgrades, complete some landscaping work and install direction signs on the property. I recommend that in 2022 we have a capital needs assessment.

REPORT OF THE RESIDENT COMMISSIONER:

(Although Commissioner Lee was absent she did submit a report):

Bread day continues to be on Thursday at 9:30am. Please remember to wear your mask. The Yellow Farmhouse delivered fresh vegetables purchased with a grant on a weekly basis.

Soup for Seniors...Human Services in partnership with McQuades Market will provide freshly made hot soup and baguette at no charge to the resident. The meal will be delivered on Thursday, February 25 at approximately 3:00pm. You must be home to receive the meal. The sign-up sheet is on the bulletin board in the Community Room and the deadline to sign up is February 11.

January Events:

- No events scheduled

February Events:

- 2/11/21 Soup for Seniors Sign-Up Deadline
- 2/25/21 Soup for Seniors

OLD BUSINESS:

- COVID-19 Response: A discussion ensued regarding keeping residents informed on how best to arrange appointments for the COVID-19 vaccines. At this point SHA is not allowed to have a vaccine clinic on-site. If this changes, residents will be informed.

NEW BUSINESS:

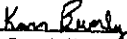
- Resolution: Authorized signers for WCCU accounts: ED Adams stated two former members of SHA, Elaine Schmidt and Thomas Hyland, need to be removed from the WCCU accounts and two new members need to be added as signers. A resolution was adopted and an appointment is set for Tuesday, February 16<sup>th</sup> to make the change with the WCCU.
- Review Emergency Preparedness for Residents: ED Adams stated she has updated the Emergency Preparedness Plan for the Board of Commissioners' input as well as staff and residents. A discussion on the updated plan will be held at the next regular meeting and adopted at that time.
- Housing Authority Mission Statement: ED Adams brought up the idea of creating a Mission Statement to the Board of Directors. Chair Careb said having a Mission Statement is a great idea especially when applying for grants. Adams will forward some samples to the Board and also ask for suggestions from staff and residents. Another discussion regarding this matter will be held at the next regular meeting.

PUBLIC COMMENT:

Vice-Chair Savin started a discussion regarding CD rates with other financial institutions due to the fact one CD with the WCCU has matured and one CD with Berkshire Bank is maturing this month. ED Adams presented some rates from other banks to the Board. Vice-Chair Savin made a motion to make a general resolution to close out the Berkshire Bank CD ending in 0360 and deposit these funds into a 36-month CD at 1% with WCCU. Commissioner Leamon made a motion to remove \$20,000.00 from the Berkshire Bank Operating account and deposit it into a CD, pending the requirements to maintain a certain balance in the checking account. Commissioner Beverly seconded the motions. Motions passed 4-0-0.

ADJOURNMENT: A motion was made by Chair Careb and seconded by Commissioner Leamon to adjourn the meeting at 5:16 p.m. Motion passed 4 -0-0.

Respectfully submitted,

  
Kevin Beverly (Apr 8, 2021 16:22 EDT)  
Kevin Beverly, Secretary