

Stonington Housing Authority
Edythe K. Richmond Homes Community Building
Regular Meeting
February 13, 2020
Minutes

CALL TO ORDER:

Chair Kate Careb called the regular meeting of the Stonington Housing Authority to order at 4:32 p.m.

ROLL CALL:

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

MINUTES:

A motion was made by Commissioner Leamon and seconded by Commissioner Beverly to approve the minutes of the January 9, 2020 regular meeting minutes. Motion passed 4-0-0.

READING OF THE TREASURER'S REPORT:

Commissioner Leamon presented the Treasurer's report as of January 31, 2020, showing a balance of \$43,958.47 in the Berkshire Bank checking account; \$3,548.22 in the Berkshire Bank Pet Deposit account; for a total cash operations in all Berkshire accounts of \$47,506.69. A total of \$310,914.84 for savings and investments and \$144.07 in petty cash. The total of all savings and checking assets is \$358,565.60.

BILLS AND COMMUNICATIONS: None

MAINTENANCE AND ASSET MANAGEMENT REPORT:

- Started deadbolt installation.
- Started LG cleaning, apts. 11-6, 11-3, 14-1 & 11-2 completed.
- Leaf and stick removal.
- Cleaned up after one snow event.
- Apartment 11-6 renovated for occupancy.
- Assisted with clearing drainage blockage by bldg. 12.
- Upcoming projects for February: Continue LG cleaning for bldgs. 11, 12 & 14, continue deadbolt installation, assist with new heat pump installations.

REPORT OF THE EXECUTIVE DIRECTOR:

Operations:

1. Met with HAI Group's Risk Control Consultant to get recommendations on how to increase safety and security and decrease liability for the property. He provided a list of recommendations. Some things he suggested are already in progress (installing deadbolts and improving signage).
2. Confirmed with Stonington Fire Department that the local fire code will allow one-way entry to the community room. Additionally, confirmed that the maximum occupancy for the community room is 82 max (sitting).
3. Received 3 applications and interviewed 3 candidates for the Resident Service Coordinator position.
4. Becky represented SHA at the first 2020 planning meeting for World Elder Abuse Day.
5. Attended the SEAT bus community forum to learn about the new ride-share service being offered in Stonington. Provided residents with a brochure about the new service.
6. Rent re-certifications are in progress. 20 out of 58 are complete.

Financial:

1. Two units were vacated at the end of January. One tenant moved to Westerly Housing Authority and the other moved to Texas to live with family. One apartment will be occupied effective March 1.

Maintenance:

1. Met with representatives from 3 security firms. One representative could not provide recommendations. Received 1 proposal and is waiting for a second one. The first proposal is from DEF Wiring Services, LTD and the estimated project cost is \$8,470. Scheduled to meet with a fourth firm in February.
2. Purchased deadbolts; the cost was \$1,084. The locksmith agreed to key them all for \$600. Ron will continue the installation process.
3. One tree fell down behind building 11. After confirming it is on our property, it was removed by a contractor.
4. The Town was unable to fix the drainage problem. We hired a contractor and resolved the issue.

Chair Careb made a motion to allow Resident Commissioner Lee to read her report. Commissioner Beverly seconded the motion. Motion passed 4-0-0.

REPORT OF THE RESIDENT COMMISSIONER:

The monthly Resident Meeting was held on January 9. This meeting will be held every month on the second Thursday of the month. The monthly meetings are at 2:00pm before the Board Meeting.

January Events:

- 1/9/2020: Resident Meeting
- 1/16/2020: December & January Resident Birthday Celebration

February Events:

- 2/5/2020: Girl Scout Cookie Order Deadline
- 2/9/2020: Free resident portraits in the Community Room
- 2/11/2020: Trivia & Social (cancelled)
- 2/13/2020: Resident Meeting
- 2/20/2020: Resident Birthday Celebration

OLD BUSINESS:

- Upgrade Campus Security: Maintenance Supervisor Ron Normand explained the issue SHA is having with the current on-site security cameras. He stated that he is receiving further estimates for an upgraded security camera system with better footage and storage results.

NEW BUSINESS:

- Resolution for Base Rent Increase:

**STONINGTON HOUSING AUTHORITY
RESOLUTION 2020-1
INCREASE TENANT BASE RENTS**

WHEREAS, the Stonington Housing Authority ("SHA") operates a State Elderly Housing Program known as the Edythe K. Richmond Homes. The property is located at 45 Sisk Drive in Pawcatuck (Stonington) Connecticut and consists of 60 units.

WHEREAS, this property receives compliance monitoring from the Connecticut Housing Finance Authority (CHFA);

WHEREAS, SHA seeks to implement a base rent increase for existing residents and waitlist applicants in accordance with our rent stratification plan via written request to CHFA; SHA proposes to increase existing base rents by 5%. New base rents will be \$263.00, \$315.00, \$473.00, and \$683.00.

WHEREAS, once approved by the Commissioners and subsequently CHFA, residents and waitlist applicants shall be properly notified;

BE IT RESOLVED, that the Board of Commissioners of the Stonington Housing Authority authorizes the Executive Director to put forth a formal request to CHFA to implement an increase in the minimum

base rent for existing residents and waitlist applicants at the Edythe K. Richmond Homes to be effective May 1, 2020.

Commissioner Beverly made a motion to accept Resolution 2020-1. Commissioner Leamon seconded the motion. Motion passed 4-0-0.

- Remove old users from Westerly Community Credit Union (WCCU) account: Commissioner Leamon made a motion to remove Thomas Hyland and Elaine Schmidt from the WCCU account. Commissioner Beverly seconded the motion. Motion passed 4-0-0.
- Add new users to Westerly Community Credit Union (WCCU) account: Commissioner Leamon made a motion to add Kate Careb and Phylcia Adams to the WCCU account. Commissioner Beverly seconded the motion. Motion passed 4-0-0.
- Property Signage: ED Adams spoke about the new property directional signs that will be placed in two separate locations on the property. Chair Careb said she would also like to see footage on the signs that shows how to access the parking lot on Winthrop Extension.

PUBLIC COMMENT:

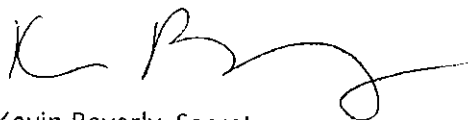
Neighbor Sue Jones asked ED Adams exactly where the new signs would be located. Further discussion ensued regarding the possibility of putting a stop sign on the property as well so people can view the sign and to halt drivers from driving too fast in the parking lot.

Resident Joan Driscoll stated she would like to see enclosures for the dumpsters on the property. She said she feels they are unsightly as you drive onto the property. She said not only would enclosures deter animals from getting in the dumpsters but it would also deter outsiders who sometimes throw their garbage into them at night and/or on weekends when staff aren't here. Chair Careb asked Ron & Phylcia to look into getting some estimates for them.

Resident Ruth Nolder stated that even though there are now two designated smoking areas on the property that some of the residents who smoke are still doing so in their apartments. She wanted to know the procedure for receiving lease violations and how many it takes before further action is taken. Following a lengthy discussion, a decision was made to clarify the existing procedure and a letter will be going out to every resident from the Board of Commissioners.

ADJOURNMENT: A motion was made by Commissioner Leamon and seconded by Resident Commissioner Lee to adjourn the meeting at 5:18 p.m. Motion passed 4-0-0.

Respectfully submitted,



Kevin Beverly, Secretary