

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

CALL TO ORDER:

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

ROLL CALL:

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

MINUTES:

A motion was made by Commissioner Beverly and seconded by Resident Commissioner Lee to approve the minutes of the February 11, 2021 regular meeting. Motion passed 4-0-0.

READING OF THE TREASURER'S REPORT:

Commissioner Leamon presented the Treasurer's report as of February 28, 2021, showing a balance of \$30,530.72 in the Berkshire Bank checking account; \$3,626.74 in the Berkshire Bank Pet Deposit account; for total cash operations in all Berkshire accounts of \$34,157.46. A total of \$334,061.45 for savings and investments and \$106.87 in petty cash. The total of all savings and checking assets is \$368,325.78.

BILLS AND COMMUNICATIONS: There were no bills or communications. However, ED Adams informed the Board of Commissioners that residents have expressed their thanks to staff and the Board on how well we have handled Covid-19. They are also thankful for some of the events we have been able to provide safely during the pandemic.

MAINTENANCE AND ASSET MANAGEMENT REPORT:

- Apt. 12-2 and 1-3 renovated and filled.
- Handled three significant snow events.
- Sanitized the Community Building 1-2 times daily.
- Assisted Alarming Ideas with the camera installation project.
- Upcoming projects for March: Turn over apartment's 2-2 and 11-5. Start preparing for annual inspections in April. Start spring landscaping.

## REPORT OF THE EXECUTIVE DIRECTOR:

### Operations:

1. Staff completed the required Sexual Harassment Prevention training provided by the State.
2. Submitted a request to Eversource to get an energy usage analysis to learn if the energy efficiency upgrades that we've made have resulted in energy savings for the residents. Since 2017, the window sashes have been replaced, the light fixtures have been retrofitted with LED fixtures and bulbs, the apartments have been air sealed, and some of the heat pumps have been replaced.
3. The Workers' Compensation insurance policy is scheduled to renew in May. I am working on getting an updated estimate from another carrier.
4. Some Town Officials have been invited for a tour of the Edythe K. Richmond Homes.
5. The SHA waitlist is open and we're receiving applications.
6. An article about the SHA partnership with the Yellow Farmhouse was published in the Stonington Magazine.

### Financial:

1. SHA was awarded 2 grants from CHFA for resident support. The first grant was used to purchase outdoor seating and accessories and the second was used to purchase food for 3 monthly catered lunches along with additional PPE for staff and residents.
2. One new tenant moved in and one tenant vacated in February. We currently have 2 vacant units; an applicant is scheduled to move in on April 1.
3. The new Certificate of Deposit account was opened with WCCU. The updated financial information will be reflected in the March financial report.

### Maintenance:

1. The annual maintenance for the Mitsubishi mini-splits has been scheduled for May 2021 with our contractor.
2. Annual unit inspections will take place in April. We did not complete inspections in 2020 due to the pandemic, but will complete them this year with additional safety measures.

## REPORT OF THE RESIDENT COMMISSIONER:

Bread Day continues to be on Thursday at 9:30am. Please remember to wear your mask.

On February 12, Human Services in partnership with Stonington High School delivered Valentine Bouquets to 13 residents.

Soup For Seniors....On February 25, Human Services in partnership with McQuades Market provided freshly made hot soup at no charge to 32 residents.

Thank you to the community for the flowers and lunch. They were very much appreciated.

February Events:

- 2/12/21 Valentine Bouquets Delivered
- 2/25/21 Soup for Seniors

March Events:

- 3/10/21 Lunch provided by EKR from Ivy's Simply Homemade

OLD BUSINESS:

- COVID-19 Response: ED Adams stated we are trying to get a Covid-19 Vaccine Clinic on-site at SHA in April, for residents, staff, and the Board of Commissioners. Chair Careb stated a partnership with Yale New Haven Health was established with the help of Liberty Bank. The vaccine will be available to people age 35 and older. There will be enough for 70 vaccinations. Chair Careb also stated we are working to get the full 70 people registered for the vaccination as this will not be a walk-in clinic.

NEW BUSINESS:


- Adopt Emergency Preparedness for Residents: ED Adams stated we discussed the Emergency Preparedness Plan for residents last month. Chair Careb asked ED Adams to resend the plan for further review and the plan will be adopted at next month's meeting.
- Discuss Housing Authority Mission Statement: ED Adams stated she would send her compiled comments and data from staff to Chair Careb. Careb said she will work on some ideas for statements once she has reviewed everybody's input.

PUBLIC COMMENT:

ED Adams brought up a discussion on getting an air purifier for the community room in the event of re-opening in the near future. The Board of Commissioners said getting an air purifier was an excellent idea.

ADJOURNMENT: A motion was made by Commissioner Leamon and seconded by Commissioner Beverly to adjourn the meeting at 4:55 p.m. Motion passed 4 -0-0.

Respectfully submitted,

  
Kevin Beverly (May 4, 2021 05:37 EDT)  
Kevin Beverly, Secretary