

Stonington Housing Authority
Zoom Online Regular Meeting
April 8, 2021
Minutes

CALL TO ORDER:

Chair Kate Careb called the regular meeting of the Stonington Housing Authority to order at 4:34 p.m.

ROLL CALL:

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

MINUTES:

A motion was made by Vice-Chair Savin and seconded by Commissioner Beverly to approve the minutes of the March 11, 2021 regular meeting. Motion passed 4-0-0.

READING OF THE TREASURER'S REPORT:

ED Phylicia Adams presented the Treasurer's report as of March 31, 2021, showing a balance of \$4,415.95 in the Berkshire Bank checking account; \$3,626.89 in the Berkshire Bank Pet Deposit account; for total cash operations in all Berkshire accounts of \$8,042.84. A total of \$336,003.70 for savings and investments and \$91.25 in petty cash. The total of all savings and checking assets is \$344,137.79.

BILLS AND COMMUNICATIONS: One communication was received by resident Anne Nardone that read, "Thank you to all of you for allowing the clinic to be held here."

MAINTENANCE AND ASSET MANAGEMENT REPORT:

- Apt. 11-5 and 2-2 renovated.
- Assisted with HUD inspection of 2-2.
- Attended two camera training sessions.
- Sanitized the Community Building 1-2 times daily.
- Started assembling new outdoor bench seats.
- Upcoming projects for April: Turn over apartment 5-1. Hold annual inspections April 19th – April 30th. Make ready vegetable beds, continue with spring landscaping. Have concrete contractor return to repair damages by snow removal contractor, and fill in some areas with top soil and seed.

REPORT OF THE EXECUTIVE DIRECTOR:

Operations:

1. 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. Energy consumption declined 14.6% between January 2019 and January 2021.
2. Our First Selectman, Danielle Chesebrough attended a tour of the premises.
3. The SHA waitlist is open and we're receiving applications.
4. Two air filters have been purchased for the community room. One has been placed in the common area and the other in the office. The air filter in the community room can clean 1,600 sqft in 1 hour and the one in the office can clean 300 sqft in 30 minutes.
5. The vaccine clinic has been a success. We registered 21 residents.
6. We've been invited to participate in the Summer Youth Employment Program again this year.
7. We've worked with a local architect/designer to redesign some office options for staff to make the space more functional. The estimated cost for updated office furniture is \$3000-\$3,800.

Financial:

1. Two tenants moved in on April 1st. We currently have 1 vacancy due to a long-time resident passing away. The next person on the waitlist has been contacted and intends to move in on May 1st.
2. The FEMA reimbursement application was denied because our costs are not yet high enough. The cost to the housing authority is less than \$3,000 because we've received \$3,200 from CHFA to help with COVID-related expenses. We'll be able to apply for reimbursement if we continue to accrue COVID-related expenses.

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.

Lunch On Us: We have partnered with Ivy's Simply Homemade to provide a free soup and 1/2 sandwich lunch to our residents in March, April and May. This month, lunch was provided on March 10.

March Events:

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

April Events:

- 4/2/21: Easter Egg Hunt
- 4/7/21: Covid Vaccine Clinic, 9am – 1pm. Pre-registration required
- 4/8/21: Lunch On Us: Sign Up Deadline
- 4/14/21: Lunch On Us: 11am. (Residents pick up in the Community Room)
- 4/19/21: First day of apartment inspections
- 4/23/21: Prescription Drug Take Back Day, Community Room 10am-10:15am
- 4/28/21: Covid Vaccine Clinic, 9am – 1pm. Pre-registration required
- 4/30/21: Last day of apartment inspections

OLD BUSINESS:

- COVID-19 Response: ED Adams stated the community room space is still currently closed but we are allowing residents who are doing laundry to sit in there while waiting. She said we may be able to have some limited capacity indoor activities in the community room by mid to late May. Chair Careb suggested waiting for two weeks after the second vaccine clinic to open things back up as long as everyone still wears masks and social distances. Careb also stated perhaps opening up the laundry schedule for longer hours as well. This led to a discussion on keeping the community room open later than the current 5pm. Resident Commissioner Lee suggested sending out a survey to residents to get feedback on keeping the laundry schedule or not.

ED Adams reminded residents to keep using the hand sanitizer in the community room.

Careb thanked staff, residents, Liberty Bank and the Yale New Haven team for pulling together to make the vaccine clinic such a successful event.

Careb asked Adams to look into inviting the press to attend the next vaccine clinic on April 28th.

NEW BUSINESS:

- Adopt Emergency Preparedness for Residents: The Board of Commissioners all agreed to approve the Emergency Preparedness Plan as updated.

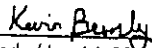
- Discuss Housing Authority Mission Statement: The Board of Commissioners made a decision to go with the Mission Statement provided by Commissioner Leamon which reads, "Providing affordable homes in a quiet, caring and safe community for seniors and individuals with disabilities.
- Discuss Grant Application: The Board of Commissioners are in favor of working with the Town of Stonington to submit the Community Development Block Grant.

PUBLIC COMMENT:

Resident Donna Haggerty brought up some concerns regarding the flag & one security light outside of the office building, the vaccine clinic and keeping the community room open. The Board of Commissioners addressed each concern accordingly.

ADJOURNMENT: A motion was made by Vice-Chair Savin and seconded by Commissioner Beverly to adjourn the meeting at 5:19 p.m. Motion passed 4 -0-0.

Respectfully submitted,



Kevin Beverly (Jun 14, 2021 21:40 EDT)

Kevin Beverly, Secretary