

Stonington Housing Authority  
Zoom Online Regular Meeting  
September 9, 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, Commissioner Kevin Beverly, Resident Commissioner Debbie Lee, Executive Director Phylcia Adams, and Becky Champlin. Vice-Chair Julie Savin and Commissioner Beth Leamon were absent.

MINUTES:

A motion was made by Commissioner Lee and seconded by Commissioner Beverly to approve the minutes of the August 12, 2021 regular meeting. Motion passed 3-0-0.

READING OF THE TREASURER'S REPORT:

ED Phylcia Adams presented the Treasurer's report as of August 31, 2021, showing a balance of \$19,696.33 in the Berkshire Bank checking account; \$3,427.34 in the Berkshire Bank Pet Deposit account; for total cash operations in all Berkshire accounts of \$23,123.67. A total of \$338,148.85 for savings and investments and \$170.37 in petty cash. The total of all savings and checking assets is \$361,442.89.

BILLS AND COMMUNICATIONS: ED Adams stated there were no bills or communications. However, Adams made mention that SHA has had quite a few residents move out recently for a variety of reasons, mostly age & health related. She stated their families have been so thankful and appreciative of Edythe K. Richmond Homes and staff.

MAINTENANCE AND ASSET MANAGEMENT REPORT:

- Coordinated with DEF Services Group to change out leaking sillcocks (spigots) in bldg's 15, 1, 4, 5, 6, and 7.
- Coordinated with tree contractor to remove four potentially hazardous trees.
- Apts. 1-2, 5-4, 7-1, and 3-4 renovated.
- Sanitized the Community Building daily.
- Continued daily grounds work.
- Upcoming projects for September: Renovate apartments 3-4 and 11-6.

## REPORT OF THE EXECUTIVE DIRECTOR:

### Operations:

1. Levo International replaced the plants in the hydroponic garden, as some of them were done growing for the season. Our residents continue to maintain the hydroponic systems.
2. A volunteer from Stonington Public Schools will use our community room space to host a pilot program that teaches life skills to young adults with disabilities. The program will run for 6 weeks starting in September.
3. We have started to make plans for the annual holiday dinner and celebration. Due to COVID, we plan to offer catered meals to-go. We still need to assess how we can offer on-site entertainment and other festivities for this event.
4. As we prepare for the holiday season, we're looking for board volunteers to help decorate the community room. If you're interested, we're planning to decorate on December 1<sup>st</sup> at 1pm.

### Financial:

1. Two new tenants moved in in August. Two tenants are scheduled to move in September. We currently have 31 people on the waitlist.
2. We received an estimate to replace a handicap-accessible shower (\$11,297). We're in the process of getting 2 more quotes.
3. In preparation for creating the 2022 budget, I've received an estimate to have the apartments inspected; to install and receive training on property management software; for landscaping services to replace dead/dying plants in flowerbeds. I still need to get an estimate to get a capital needs assessment and to get the balconies on buildings 11 and 12 repaired.

### Maintenance:

1. Due to visible damage to the structure of the balconies on buildings 11 and 12, I hired a structural engineer to complete an assessment. The engineer provided a report stating that the balconies are in fair condition and recommended some immediate, short, and long-term repairs. Temporary shoring has been placed at the load-bearing concrete masonry walls to support the balconies until the walls can be repaired. Next, a contractor will be hired to replace the damaged concrete masonry units of the load-bearing wall. In 2022 the vertical cracks in the retaining walls will need to be repaired. Additional repairs will need to be completed in the next 2-5 years.

## REPORT OF THE RESIDENT COMMISSIONER:

Bread Day has been changed to Wednesday. The bread arrives at approximately 8:30am.

Community Garden Update.... Two garden beds have been cleaned out. We still have a garden bed with tomatoes, leeks, and mini peppers. The two hydroponic beds are still producing vegetables. Please feel free to pick your own.

Kindness rocks are in the Community Room for you to paint at your leisure. Feel free to put your rock anywhere you want in the community. Surprise a neighbor with a kindness rock.

Bingo is on every Tuesday at 10:30.

Chair Exercise is on every Thursday at 10:00am.

Scrabble will begin on September 4. Scrabble will be weekly on Saturday at 11:00am.

### August Events

- Bingo On Tuesday (Weekly on Tuesday at 10:30am)
- Chair Exercise (Weekly on Thursday at 10:00am)
- Paint Kindness Rocks

### September Events

- Bingo On Tuesday (Weekly at 10:30am)
- Chair Exercise Thursdays (Weekly at 10:00am)
- Paint Kindness Rocks
- Scrabble (Weekly on Saturday at 11:00am)
- 9/10/21 Continental Brunch provided by EKR at 10:30am

### OLD BUSINESS:

- COVID-19 Response: ED Adams stated that residents have been vigilant about wearing masks upon entering the community building. Some activities have been brought back to the community room & it makes a big difference in the moral of the community. Chair Careb thanked everyone for following protocols to keep everyone safe.

### NEW BUSINESS:

- Social Group Meet-Up: ED Adams stated the Social Group Meet-Up is a partnership between the Housing Authority and Deidre Toole from Stonington Schools. They will meet in the SHA community room for 6 Thursdays from 6:00pm – 8:00pm starting Thursday, September 23<sup>rd</sup>. The program is for young adults with disabilities. The purpose of this group is to help these

individuals learn different social skills. All participants must be vaccinated and wear masks. Chair Careb expressed her support for this partnership with SHA.

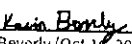
- 2022 Budget Discussion: The Board agreed to go over the proposed budget at the next regular Board Meeting in October when all Board members are present.

PUBLIC COMMENT:

Chair Careb stated she misses seeing everyone in person at the Board Meetings. She suggested doing October's meeting outside at Edythe K. Richmond, weather permitting.

ADJOURNMENT: A motion was made by Commissioner Beverly and seconded by Commissioner Lee to adjourn the meeting at 5:02 p.m. Motion passed 3 -0-0.

Respectfully submitted,

  
Kevin Beverly (Oct 18, 2021 19:28 EDT)

Kevin Beverly, Secretary