

Stonington Housing Authority
Zoom Online Regular Meeting
October 8, 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, Vice-Chair Julie Savin, Commissioner Beth Leamon, Commissioner Kevin Beverly, Resident Commissioner Debora Lee, Executive Director Phylicia Adams, and Becky Champlin.

MINUTES:

A motion was made by Vice-Chair Savin and seconded by Commissioner Leamon to approve the minutes of the September 10, 2020, Regular Meeting. Motion passed 5-0-0.

READING OF THE TREASURER'S REPORT:

Commissioner Leamon presented the Treasurer's report as of September 30, 2020, showing a balance of \$44,650.57 in the Berkshire Bank checking account; \$3,625.86 in the Berkshire Bank Pet Deposit account; for total cash operations in all Berkshire accounts of \$48,276.43. A total of \$312,928.75 for savings and investments and \$166.02 in petty cash. The total of all savings and checking assets is \$361,371.20.

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 outside for bread deliveries on Thursdays.
- Participated in the initial planning/organizational meeting with the concrete contractor.
- Assisted with Eversource compliance inspection.
- Completed the bathroom baseboard reactivation project.
- Upcoming projects for October: Assist with sidewalk replacement project. Finish up deadbolt installations.

REPORT OF THE EXECUTIVE DIRECTOR:

Operations:

1. One tenant intends to vacate on 11/30.
2. The Partnership for Strong Communities will host a virtual Affordable Housing Conference from November 16th-20th.

3. Residents have started to donate candy for Halloween trick or treaters.
4. SHA will be closed on Monday, October 12th for the holiday.
5. A CHFA representative is scheduled to be onsite on Monday, October 5 to complete an inspection.
6. The Pawcatuck Neighborhood Center will distribute Thanksgiving baskets this year. The request forms have been provided to residents. Staff can email/fax the submissions on behalf of residents.

Financial:

1. The draft of the 2021 Budget is complete.
2. The 2018 – 2019 audit is still in progress. The estimated completion date is November 2, 2020.
3. Yellow Farmhouse grant funds have been expended and the last day for veggie delivery was 10/1/2020. Yellow Farmhouse has received some donations from their customers that were used to extend the program for 2 weeks and has applied for two grants to receive funds to continue to support the program.

Maintenance:

1. The contractor estimates that he will be able to begin the video camera project on November 18th. The project should take 2 days to complete.
2. The concrete sidewalk replacement project began on September 28th. The local police, fire department, ambulance service, and human services were notified.
3. The living room and bedroom baseboard heaters have been disconnected; residents can use their heat pumps for those spaces.

REPORT OF THE RESIDENT COMMISSIONER:

Bread Day is on Thursday morning starting at 8:30am. The bread is left outside for the residents to access and put away by staff at the end of the day. Bread is brought out again on Friday morning at 9:30am. Hand sanitizer is on the table for residents to use.

The Yellow Farmhouse delivers produce, purchased with a grant, on Thursday morning. Produce is distributed to interested residents between 11:30am-1:00pm. Distribution takes place outside the Community Room. Friday mornings the produce is available between 9:30am to 11:00pm.

A resident meeting was held on September 24 to discuss Halloween. There will be a pumpkin decorating event on Thursday, October 15 at 11:00am outside of the Community Room. You bring your pumpkin and EKR will bring the other supplies. There will be a sign-up sheet on the bulletin board in the Community Room for the pumpkin decorating event. If you would like to donate candy, donations are needed for trick-or-treaters by Tuesday, October 20. We also need volunteers to help with bagging candy on Thursday, October 22 at 11:00am. We will be setting up for the trick-or-treaters outside on Sisk Drive. Candy will be pre-bagged and sealed and the candy baggers will wear masks and gloves. On Halloween we will need help setting up the candy bags at Sisk Drive entrance.

Trick-or-treat will be between 4:00pm-7:00pm. The children will take a bag and residents will keep a social distance of at least 6 feet. Residents will also wear a mask during the trick-or-treat event when in contact with the public. Come join in on the fun on Halloween between 4:00pm-7:00pm.

The windows of the Community Room were decorated for Halloween on September 27 by five year old Zendaya Washington and her dad, Todd Lee, representing East Coast USA National Father/Daughter. We appreciate and thank you very much for your time and decorations.

September Events:

- 9/24/20 Resident Halloween Meeting

October Events:

- 10/15/20 Pumpkin Decorating
- 10/20/20 Candy Donation Deadline
- 10/22/20 Candy Bagging for Trick-or-Treat
- 10/31/20 Halloween Trick-or-Treat

OLD BUSINESS:

- COVID-19 Response: ED Adams stated she and staff are still practicing safety measures in the office building. She stated we are prepared to work from home if everything gets shut down again. SHA is staying vigilant and keeping PPE in stock. She also stated the office has more cloth face masks for those residents who may need one. Chair Careb urged residents to stay vigilant especially now going into the winter months.

NEW BUSINESS:

- 2021 Budget Proposal: Chair Careb made mention to the fact that on the Agenda for New Business it stated "2020 Budget Proposal" when in fact it should have been "2021 Budget Proposal". ED Adams presented the proposed budget for 2021 to the Board of Commissioners. Commissioner Leamon made a motion to approve the 2021 Budget as proposed. Commissioner Beverly seconded the motion. Motion passed 5-0-0.

PUBLIC COMMENT:

Vice Chair Savin stated she wanted to acknowledge the fact that we all need to be prepared due to the uptick in Covid-19 cases that is happening, that it could potentially change the way that SHA is open and the laundry hours could potentially change again. She also said there could be another "no visitors" allowed put into place if warranted.


Chair Careb once again reiterated to residents and staff to be really vigilant in taking care of yourself and taking care of each other. She stated if anybody sees that another resident may be in need of help to notify Phylcia so she can get the proper resources and support for that person.

Commissioner Leamon suggested, since SHA is not having the traditional Christmas party, that perhaps we could get a tree and have it outdoors for a tree trimming event. Residents could perhaps

bring an ornament they would like to hang on the tree. She also suggested music could be played and boxed meals could be picked up by residents to go. Everyone agreed this was a great idea. Commissioner Beverly suggested getting a live tree to plant so it could be decorated every year. Vice Chair Savin stated we should do this soon, as this is the best time to plant trees.

ADJOURNMENT: A motion was made by Vice Chair Savin and seconded by Commissioner Beverly to adjourn the meeting at 5:10 p.m. Motion passed 5-0-0.

Respectfully submitted,


[kevin beverly \(Nov 17, 2020 19:45 EST\)](#)
Kevin Beverly, Secretary