

Stonington Housing Authority
Edythe K. Richmond Homes Community Building
Regular Meeting
October 10, 2019
Minutes

CALL TO ORDER:

Vice 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 Vice Chair Kate Careb, Commissioner Kevin Beverly, Resident Commissioner Debora Lee, Executive Director Phylcia Adams, and Becky Champlin. Chair Julie Savin entered the meeting at 4:43p.m. Commissioner Beth Leamon was absent.

MINUTES:

A motion was made by Commissioner Beverly and seconded by Resident Commissioner Lee to approve the minutes of the September 12, 2019, regular meeting. Motion passed 3-0-0.

READING OF THE TREASURER'S REPORT:

Commissioner Beverly presented the Treasurer's report as of September 30, 2019, showing a balance of \$26,922.92 in the Savings Institute checking account; \$3,372.37 in the Savings Institute Pet account; for a total in all Savings Institute accounts of \$30,295.29. A total of \$307,470.34 for savings and investments and \$170.53 in petty cash. The total of all savings and checking assets is \$337,936.16.

BILLS AND COMMUNICATIONS: Mail for Chair Savin from Berkshire Bank.

MAINTENANCE AND ASSET MANAGEMENT REPORT:

- Extensive ongoing landscaping/grounds work.
 - Drainage project between buildings 12 and 14 completed.
 - Additional progress on Annual Inspection corrections.
 - Additional LG filter cleanings done.
 - Upcoming projects for October: LG filter cleaning, Energy Efficiency Upgrades, apt. 12-6 and 1-1 (Make Ready) renovations, gutter cleaning.
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REPORT OF THE EXECUTIVE DIRECTOR:

Operations:

1. Currently in the process of changing banks; Savings Institute is now Berkshire Bank. New checks have been ordered and our accountant is assisting with updating Quickbooks.
2. Contacted National Credit Systems, Inc. to discuss opportunities to collect accounts receivables. Their fee is 40% and they are compensated on a contingency basis.
3. The Tenant Profile & Waitlist Information is due to CHFA by November 1. This compliance report is due annually to CHFA.
4. Completed the Annual Income & Expense Report and the Lessee's Report of Personal Property. These reports are due to the Town of Stonington annually.

Financial:

1. Sewer Use Charge will increase from \$5.31 to \$5.84 per 100 cubic feet. The cost in 2018 was \$4.99 per 100 cubic feet of water metered.
2. Unit 12-6 was vacated on 10/4. New tenant is scheduled to move in on 11/1.
3. Unit 1-1 will be vacant on 11/1. Tenant moved to a nursing facility.
4. Will complete the Housing Authority Small Improvement Program grant application from CHFA. The funding, up to \$5000, is for resident programs/activities that directly impact the quality of life of residents.

Maintenance:

1. Eversource began the energy efficiency upgrades. The first project will be completed on October 15; it includes air sealing, installing aerators, and installing LED bulbs. The next project is replacing the interior light fixtures and site lights. This project does not yet have a start date.

Resident Engagement:

1. Christmas Party preparations are in progress. The caterer is Dog Watch Café. Save the date – Friday, December 6, 2019, at 5pm.

REPORT OF THE RESIDENT COMMISSIONER:

Bingo was played on September 10. The residents really enjoy playing and Phylcia is trying to schedule Bingo once a month. No money is needed to play and prizes are awarded to the winners. The next Bingo is Tuesday, October 22. Come join the fun.

Resident birthdays were celebrated on September 19. Many residents attended and the cake was delicious. Becky gave residents reusable shopping bags donated by Hartford Health Care. If you would like a bag, please see Becky.

A Resident Activity Meeting was held on September 24. Several residents, Phylcia and Becky attended the meeting. October 31 we are having a Halloween Party beginning at 1:00 pm. November 20 at noon we are having a Soup Lunch. There will be a \$5 charge if you do not want to make your favorite soup, stew or chili or bring something that is needed. November is Fire Prevention Month and Assistant Fire Chief Byron Stillman will give a safety presentation at 11:45 am on November 20 right before the Soup Lunch. The Christmas Party will be on December 6 at 5:00 pm.

We are having a Halloween Party on October 31. Wear your costume but it's not required. The party starts with lunch at 1:00 pm. We are getting a variety of wraps made by McQuade's along with chips and beverages. There is a \$5.00 charge for the lunch. A sign-up sheet is on the board and Becky is collecting the money. At 2:00 pm there will be a Costume Contest and prizes will be awarded. At 4:00 pm Trick-or-Treat in the Community Room. Many residents want the kids to trick-or-treat at EKR in the Community Room. This year we are hoping to make it happen. EKR is making a flyer letting the community know their children are welcome to trick-or-treat at EKR. The flyers will be at the Town Hall, Pawcatuck Neighborhood Center, and Stonington Human Services. Signs and balloons will be placed at the beginning of Sisk Drive and along the path to the Community Room. If you would like to donate candy, it would be greatly appreciated by all. The office will be collecting candy donations.

Pawcatuck Neighborhood Center contacted us regarding Thanksgiving and Christmas Dinner Baskets. You do not have to be signed up with PNC to receive the dinner baskets. PNC needs to know by October 31 so I will be going door to door to see if you would like to receive the baskets. They will deliver or you can pick it up at PNC.

September Events

- 9/10/19 Bingo
- 9/19/19 Resident September Birthdays
- 9/24/19 Resident Activity Meeting

October Events

- 10/17/19 Resident October Birthdays
- 10/22/19 Bingo
- 10/23/19 Flu Clinic
- 10/25/19 Energy Assistance*
- 10/30/19 Energy Assistance*
- 10/31/19 Halloween Party

*By appointment with Human Services

OLD BUSINESS:

- None this month

NEW BUSINESS:

- 2020 Budget Review: ED Adams presented her 2020 Budget for review by the Board to be approved by CHFA. Budget will be discussed by the Board again at next month's meeting for approval to submit to CHFA.

- Base Rent Increase: ED Adams proposed a 5% base rent increase to the Board. She stated this increase would affect 18 residents. The proposition was tabled until next month's Board Meeting when it will be voted on at that time.
- 2020 Meeting Schedule: A motion was made by Chair Savin and seconded by Commissioner Beverly to keep the 2020 Regular Board Meeting Schedule on the 2nd Thursday of the month at 4:30 p.m. in the EKR Community Room. Motion passed 4-0-0.

PUBLIC COMMENT:

Resident Louise Bray asked how residents would know what base rent they are at. ED Adams stated it is based on their current rent. She said if your rent is \$400.00 then you would be at the \$350.00 base rent level. The remaining \$50.00 is considered excess of base.

Resident Kenneth Shew asked when the new base rent amounts would go into effect. ED Adams replied May 1, 2020, if approved by the Board.

Neighbor Sue Jones had some concerns with certain items not being on the SHA Meeting Agenda such as the expansion project. She asked questions regarding the application for a permit including what the fee was for the permit. She wanted to know how the Boards for SHA & GSRC sharing Board members. She stated GSRC has to discuss SHA business. She said the GSRC meetings should be public meetings as well. ED Adams responded by saying the pond on SHA property is currently filling with silt, sediment, and debris from stormwater runoff on Connecticut Ave. She stated we need to come up with a remediation plan regarding the invasive species in the pond. She said restoring the pond is necessary even if we do not proceed with new development. She said we need the pond to function at capacity to handle heavy rains to prevent floods and for any future development. Sue Jones rebutted by saying the problem is none of this was on the SHA Agenda; She felt it should have been. Chair Savin stated ED Adams has been given permission to go ahead with all these staff-level proceedings and they do not have to be on the Agenda. She stated unless Adams has something to present to the Board there is no need to put it on the Agenda. She stated Adams is following protocol by sending letters to abutting property owners as required by the Town and Sue Jones voice is to be heard at any required public meetings. Further discussion ensued regarding letters that went out to neighbors and the expansion project.

Resident Louise Bray stated she has noticed that on different commissions people who aren't members anymore are still listed as though they are. She said this needs to be corrected. Chair Savin said it's actually on the Secretary of State's website and it can be changed and updated for a fee.

Louise also asked the status of the direct deposit to pay rent. ED Adams stated once we get all the transferred bank accounts from Savings Institute to Berkshire Bank, we can start the process.

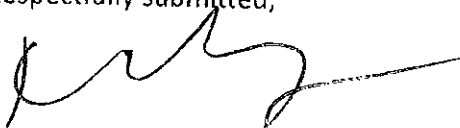
Resident Kenneth Shew asked if SHA could leave the doors to the community room open until 9:00 p.m. at night instead of closing it at 7:00 p.m. Resident Commissioner also discussed the possibility of looking into swipe cards for residents so they could go into the community room at any time.

Resident Louise Bray also commented on the fact she had no water briefly that day. ED Adams stated the water had been shut off due to the washing machines needing repair. We didn't realize it was going to affect the residents' water as well or a notice would have gone out.

Resident David Perrin asked about storage units. Chair Savin stated it's on the list of things to do and we just need the money to do it. Another application for another grant is coming up in February.

ADJOURNMENT: A motion was made by Chair Savin and seconded by Commissioner Beverly to adjourn the meeting at 5:28 p.m. Motion passed 4-0-0.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Kevin Beverly', with a long horizontal flourish extending to the right.

Kevin Beverly, Secretary