

Stonington Housing Authority  
Zoom Online Regular Meeting  
November 12, 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, Commissioner Kevin Beverly, Resident Commissioner Debora Lee, Executive Director Phylicia Adams, and Becky Champlin. Vice-Chair Julie Savin and Commissioner Beth Leamon entered the meeting at 4:41 p.m.

MINUTES:

A motion was made by Commissioner Beverly and seconded by Resident Commissioner Lee to approve the minutes of the October 8, 2020, Regular Meeting. Motion passed 3-0-0.

READING OF THE TREASURER'S REPORT:

Executive Director Phylicia Adams presented the Treasurer's report as of October 31, 2020, showing a balance of \$102,226.49 in the Berkshire Bank checking account; \$3,626.11 in the Berkshire Bank Pet Deposit account; for total cash operations in all Berkshire accounts of \$105,852.60. A total of \$313,302.32 for savings and investments and \$159.07 in petty cash. The total of all savings and checking assets is \$419,313.99.

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 for bread deliveries on Thursdays.
- Worked directly with the concrete contractors during the entire month. Helped keep the project on schedule, organized, and safe for residents, visitors and staff.
- Upcoming projects for November: Assist with the completion of the sidewalk project. Gutter cleaning, leaf removal.

REPORT OF THE EXECUTIVE DIRECTOR:

Operations:

1. We received 2 donations of disposable facemasks. One donation was from the Rotary Club of Mystic and the other was in partnership with the Gemma Moran Foodbank & Bank of America.

2. One tenant intends to vacate by the end of November. A waitlist applicant came to see the unit and would like to move in mid-December.
3. Attended the Town's Economic Development Committee meeting to meet the consultant that will help to draft the Town's Affordable Housing Plan.
4. The annual Flu Shot Clinic will take place onsite on Monday, November 16<sup>th</sup>. You can come get your flu shot – just bring your insurance card. Note: Becky found out on the day of the Board Meeting that the flu shot clinic has been cancelled by McQuades pharmacy due to the uptick in the number of positive cases. Residents can call other pharmacies such as CVS or Walgreens to see if they are giving flu shots or their primary care physician.
5. Thanksgiving Baskets will be delivered by the PNC on Sunday, November 22. Residents can also pick them up from the PNC.

#### Financial:

1. Completed the CHFA Quarterly Financial Reports and submitted to CHFA.
2. Completed the CHFA Quarterly Housing Tax Credit Contribution Program Quarterly Report and submitted to CHFA.
3. Submitted the 2021 Budget to CHFA; waiting to find out if it is approved.
4. Applied for a grant to improve the outdoor seating throughout the property. I will find out in November if we get awarded \$4,000.00. Note: Upon reading her report, ED Adams commented that she had received word that SHA was not awarded this grant. She stated she would continue to look for other opportunities to get these items for the residents.
5. A certificate of deposit matured and was renewed for 6 months at .40% APR with Berkshire Bank.

#### Maintenance:

1. As of November 1<sup>st</sup>, the sidewalk replacement project is 90% complete. Weather caused a few delays but we're still expected to finish on time (November 16<sup>th</sup>).
2. We found an evergreen tree to plant for the tree trimming event in December.
3. Our fire extinguishers will be inspected in November.
4. The lint traps for the dryers were cleaned in October.

#### REPORT OF THE RESIDENT COMMISSIONER:

Bread Day on Thursday has had a time change. It is now at 9:30 am. We have a new delivery person who also brings pastry, vegetables, and fruits. Please remember to bring your mask.

On October 15, residents decorated and painted pumpkins outside and nine residents attended.

October 20 was the candy donation deadline for Halloween. Thank you to everyone who donated.

On October 22, eight residents gathered outside and made 92 candy bags for trick-or-treating. The bags were sealed and baggers wore masks and gloves. EKR provided pizza for the residents who bagged the candy.

October 31 we set up for trick-or-treat on Sisk Drive. We had approximately 60 community members come to trick-or-treat. The residents also had a party on Sisk Drive. Several residents brought food and gathered while we enjoyed the costumes from a social distance. I want to thank everyone involved in making Halloween a very successful and fun event.

Reminder.....Thanksgiving Baskets provided by PNC will be delivered on November 22, 12:00 pm-4:00 pm. You must be home to receive your basket.

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 (4:00pm-7:00pm)

November Events:

- 11/16/20 Flu Shot Clinic 11:00 **(NOTE: THIS HAS BEEN CANCELLED)**
- 11/22/20 Thanksgiving Baskets (12:00pm-4:00pm)

OLD BUSINESS:

- COVID-19 Response: ED Adams stated if SHA does get a positive case of Covid-19 on-site the Ledgelight Health District will inform her.

NEW BUSINESS:

- 2021 Meeting Schedule: The Board of Commissioners agreed to keep the same schedule for 2021 Meetings on the 2<sup>nd</sup> Thursday of the month at 4:30 p.m. except no regular meeting in December 2021.
- Board Positions: The Board of Commissioners agreed to keep all board positions as they are.
- Update Conflict of Interest & Acknowledgment and Disclosure Statement Forms: ED Adams stated this is a form that is required annually by CHFA.

PUBLIC COMMENT:

Chair Careb congratulated fellow Commissioner Beth Leamon on being elected as the new Judge of Probate in Stonington.

ED Adams commented on SHA's partnership with Yellow Farmhouse. She stated they have received additional funding to continue the program effective next week and continuing until spring. SHA will continue to receive fresh produce as a result.

ADJOURNMENT: A motion was made by Commissioner Leamon and seconded by Resident Commissioner Lee to adjourn the meeting at 4:55 p.m. Motion passed 5-0-0.

Respectfully submitted,

Kevin Beverly  
Kevin Beverly (Feb 16, 2021 19:20 EST)

Kevin Beverly, Secretary