

Stonington Housing Authority
Edythe K. Richmond Homes Community Building
Regular & Annual Meeting
November 14, 2019
Minutes

CALL TO ORDER:

Chair Julie Savin called the regular and annual meeting of the Stonington Housing Authority to order at 4:32 p.m.

ROLL CALL:

Those in attendance were Chair Julie Savin, Vice-Chair Kate Careb, Commissioner Beth Leamon, Resident Commissioner Debora Lee, Executive Director Phylcia Adams, and Becky Champlin. Commissioner Kevin Beverly entered the meeting at 4:34 p.m.

MINUTES:

A motion was made by Vice-Chair Careb and seconded by Commissioner Leamon to approve the minutes of the October 10, 2019, regular meeting. Motion passed 4-0-0.

READING OF THE TREASURER'S REPORT:

Commissioner Leamon presented the Treasurer's report as of October 31, 2019, showing a balance of \$30,359.41 in the Berkshire Bank checking account; \$3,447.64 in the Berkshire Bank Pet Deposit account; for a total cash operations in all Berkshire accounts of \$33,807.05. A total of \$307,587.65 for savings and investments and \$118.52 in petty cash. The total of all savings and checking assets is \$341,513.22.

BILLS AND COMMUNICATIONS: None

MAINTENANCE AND ASSET MANAGEMENT REPORT:

- Extensive ongoing landscaping/grounds work.
 - Apartment 12-6 made ready for occupancy.
 - Assisted with Energy Efficiency Upgrades - weatherization.
 - Helped set up for Halloween Luncheon.
 - Completed additional Annual Inspection corrections.
 - Upcoming projects for November: LG filter cleaning, make ready apartments 1-1, 1-3, and gutter cleaning.
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REPORT OF THE EXECUTIVE DIRECTOR:

Operations:

1. New state law requires employers to provide 2-hours of sexual harassment training. The Commission on Human Rights and Opportunities offers free online training. SHA has until October 2020 to comply with the new law.
2. With Becky's help, submitted annual required compliance reports to CHFA on time.
3. CHFA requested that all State Supported Housing submit a detailed report to update the agency on current and future capital needs to 2038. Based on the 2013 capital needs assessment, some of the issues we should address in the near future are concrete sidewalk replacements, which is currently partially funded; building siding, soffit, and fascia; and the kitchen cabinets in buildings 15, 16, 17, which are original (1990).
4. SHA received a Certificate of Participation from the Eastern CT Workforce Investment Board and New London Youth Affairs for hosting 2 youth for the Summer Youth Employment & Training Program.

Financial:

1. A new tenant moved into unit 12-6 on 11/1. He is very happy with the unit. A tenant moved out of unit 1/1 in October. An existing tenant will transfer to that unit in November. We currently have 2 vacancies and 27 people on the waitlist.
2. Worked with Eversource and Homestead Comfort to determine the estimated incentive for the ductless heat pump replacement to be \$39,160.14. Eversource amended the previous Letter of Agreement (LOA) because the site lights were the wrong wattage. The updated LOA reflects an install cost of \$7,291 instead of the previous install cost \$4,321.

Maintenance:

1. There is a drainage issue near building 12 that is causing storm water runoff to backup. Staff has reached out to the Town for support and is waiting for a response.

Commissioner Beverly stated the issue with dredging the pond and addressing the drainage issue near building 12 would be the Town's Highway Department's responsibility.

REPORT OF THE RESIDENT COMMISSIONER:

Bingo was played on October 22. Nine people played Bingo this month. The next Bingo will be on November 21 at 1:00 pm. No money is needed to play and prizes are awarded to the winners. Come join the fun.

On October 23, 14 people received their flu vaccination in the Community Room.

Resident birthdays were celebrated on October 25; 12 residents attended the birthday celebration.

On October 25 and October 30 Stonington Human Services came to the Community Room to process Energy Assistance applications.

We had a Halloween Lunch and Costume Party on October 31. There were 25 residents who attended the lunch and costume party. The winners of the costume party are 1st Place: Megan Falcone (Native American), 2nd Place: David Perrin (Pirate), 3rd Place: Sheila Reed (Scarecrow). Trick-or Treat was between 4:00 pm- 7:00 pm. We had 44 people come to the Community Room. The families appreciated the treats, photo booth, decorations, music and residents in costumes. I would like to thank everyone who helped make this Halloween a success and for the candy donations.

We are having a Soup Luncheon on November 20 at 12:00 pm. There is a sign-up sheet on the board for lunch. You can make a soup, stew, chili, or bring something needed on the list, or pay \$5.00 for the lunch. There will be a Fire Safety Presentation at 11:45 am right before lunch. Resident November birthdays will be celebrated right after lunch.

The Pawcatuck Neighborhood Center will be delivering the Thanksgiving baskets on November 24 between 12:00 pm and 3:00 pm. You must be home for the delivery.

On Saturday, November 30 at 12:00 pm the residents will be decorating the Christmas tree. Please come and join the festivities.

The Christmas Party is on December 6. Please RSVP to Becky by November 13 with your dinner choice. The Stonington High School Carolers will be singing upon your arrival. We will be asking residents using walkers to come earlier so that we can seat you first. We would like volunteers with assisting the residents. If you would like to volunteer, please let us know.

October Events

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

November Events

- 11/8/19 Energy Assistance
 - 11/14/19 Resident Meeting
 - 11/20/19 Fire Safety Prevention
 - 11/20/19 Soup Luncheon
 - 11/20/19 Resident November Birthdays
 - 11/24/19 PNC Thanksgiving Basket Delivery
 - 11/30/19 Christmas Tree Decorating
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OLD BUSINESS:

- 2020 Budget Review: After some discussion regarding the budget, which also includes the hiring of a Resident Service Coordinator, Commissioner Leamon made a motion to accept the 2020 Budget as presented by ED Adams. Vice-Chair Careb seconded the motion. Motion passed 5-0-0.
- Base Rent Increase: After considerable thought and discussion Chair Savin asked for a motion to increase the base rents as scheduled by Phylicia at the 5% increase. Vice-Chair Careb made the motion and Commissioner Beverly seconded the motion. Motion passed 5-0-0.

NEW BUSINESS:

- Election of New Officers: Chair Savin made a motion to nominate Kate Careb as the new Chair of the Stonington Housing Authority. Vice-Chair Careb seconded the motion. Motion passed 5-0-0. Chair Careb made a motion to nominate Julie Savin as the Vice-Chair of the Stonington Housing Authority. Resident Commissioner Lee seconded the motion. Motion passed 5-0-0. Vice-Chair Savin made a motion to keep Beth Leamon as Treasurer and Kevin Beverly as Secretary of the Stonington Housing Authority. Chair Careb seconded the motion. Motion passed 5-0-0.

PUBLIC COMMENT:

Neighbor Sue Jones brought up a discussion on the permit for the drainage of the pond and the issue with stormwater drainage near building 12. She wanted to know how long it has been an issue near building 12. ED Adams stated it started last year. Jones stated she is concerned it will go unpermitted and if and when the dredging of the pond occurs and restoration of the drainage issue near building 12 is addressed it will impact her parents' yard who live on a nearby street. Chair Careb stated the Town would have to look at the whole big picture. Commissioner Leamon stated this is why a permit would be involved which would include involving the Town.

Resident Kenneth Shew asked when the new 5% increased base rent would go into effect. Vice-Chair Savin replied May 1st, 2020. He further expressed his opinions on the fact that all of the residents live on fixed incomes and how this increase would impact everyone. Vice-Chair Savin explained that SHA needs to keep up with capital needs and improvements, pay the bills, pay staff, etc. and that all of these things go up every year as well. Vice-Chair Savin also explained that for years and years there were no base rent increases at all prior to her serving on the Board. Commissioner Leamon explained that revenues continue to go down due to the fact that more and more residents are only at base rent levels for their rent. She stated there used to be many more residents who paid in excess of base rent levels. Leamon stated at some point we have to balance the budget and with regard to the continuing loss of revenue we have to be able to keep SHA in good order. She also stated SHA is not even close to market-rate rents.

Resident Diane Willis asked a question in regard to her personal base rent level due to the increase in May 2020.

Commissioner Leamon made a motion to go into Executive Session at 5:16 pm. Chair Careb seconded the motion. Motion passed 5-0-0.

Chair Careb made a motion to come out of Executive Session at 5:46 pm. Vice-Chair Savin seconded the motion. Motion passed 5-0-0.

ADJOURNMENT: A motion was made by Commissioner Leamon and seconded by Resident Commissioner Lee to adjourn the meeting at 5:46 p.m. Motion passed 5-0-0.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'KB', with a stylized flourish at the end.

Kevin Beverly, Secretary