

Stonington Housing Authority
Zoom Online Regular Meeting
September 10, 2020
Minutes

CALL TO ORDER:

Chair Kate Careb called the regular meeting of the Stonington Housing Authority to order at 4:30 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 Phylcia Adams, and Becky Champlin.

MINUTES:

A motion was made by Vice Chair Savin and seconded by Resident Commissioner Lee to approve the minutes of the August 13, 2020 Regular Meeting with one amendment. Motion passed 5-0-0.

READING OF THE TREASURER'S REPORT:

Commissioner Leamon presented the Treasurer's report as of August 31, 2020, showing a balance of \$46,629.70 in the Berkshire Bank checking account; \$3,625.62 in the Berkshire Bank Pet Deposit account; for total cash operations in all Berkshire accounts of \$50,255.32. A total of \$315,812.15 for savings and investments and \$172.97 in petty cash. The total of all savings and checking assets is \$366,240.44.

BILLS AND COMMUNICATIONS: There were no bills or communications.

MAINTENANCE AND ASSET MANAGEMENT REPORT:

- Sanitized the Community Building 2-3 times daily.
- Helped set up outside for bread deliveries on Thursdays.
- On vacation 10-14 August.
- Renovated apartments 4-4 and 11-5.
- Removed 1 large tree from wind storm behind bldg. 1.
- Completed the pre-inspection checklist to ensure compliance for the HUD inspection of apt. 4-4 on 8/26. Accompanied the HUD inspector during inspection.
- Assisted Homestead electrician to help complete the light fixture changeout.
- Upcoming projects for September: Assist with sidewalk replacement project. Due to social distancing recommendations, with the exception of the remaining deadbolt installations and excluding emergency situations, maintenance activities will focus on mostly outdoor needs.

REPORT OF THE EXECUTIVE DIRECTOR:

Operations:

1. Residents have been encouraged to set up automatic rent payments through their financial institution. This will help them to avoid unnecessary trips to the community room to drop off rent checks/money orders.
2. The Comcast Bulk Services Agreement has been renewed for 3 years. In August 2019 we had a resident meeting to get their feedback about the Agreement; the general consensus was the agreement saves them money.
3. Two units that were vacant are now leased. We've received 1 notice to vacate; the resident intends to vacate on 10/30.
4. Attended the Yellow Farmhouse virtual open house to help promote the vegetable donation program.
5. The Reaching Home Sustainability Workgroup has started drafting the proposed legislative agenda.
6. The Partnership for Strong Communities will host a virtual Affordable Housing Conference from November 16th-20th.
7. We will start collecting candy for Halloween.
8. We're looking for volunteers to be on the Holiday Party Committee.

Financial:

1. The HAI Group grant for security improvements was approved. SHA will be reimbursed the cost to install security cameras.
2. The Berkshire Bank CD that matured in August was renewed for 6 months with Berkshire Bank.
3. The development of the 2021 budget is in progress.

Maintenance:

1. The cameras for the security surveillance system are still on back order. The contractor will be able to begin the project as soon as they are received.
2. The concrete sidewalk replacement project is scheduled to begin on September 28th.
3. The Army Corp of Engineers has determined that the storm water detention drain is not part of their jurisdiction.

REPORT OF THE RESIDENT COMMISSIONER:

Thursday between 8:30am-10:00am bread distribution is outside of the community room to comply with Covid-19 safety. After 10:00am the bread is left outside for residents to access during the day. Hand sanitizer is on the table with a note requesting residents to use hand sanitizer before touching

the bread. Tables are sanitized, masks are worn and gloves/hand sanitizer is used. I also bring masks and give them to residents that need another mask.

The Yellow Farmhouse vegetable delivery is on Thursday at approximately 11:30am. We sit outside the Community Room and stay about 1.5 hours. If you can't make it Thursday, we will be there Friday at 9:30am. Hand sanitizer is used and masks are worn.

The community garden still is producing tomatoes, green peppers and herbs. Feel free to pick your own vegetables and herbs.

OLD BUSINESS:

- COVID-19 Response: ED Adams stated the laundry schedule is still being used. The hours seem to be working as no one has complained that they cannot get their laundry done.
- Baseboard Heat: ED Adams stated the inspection was completed by Eversource. She said a solution has been reached in order to allow residents to be able to keep the baseboard heat on in the bathrooms.

NEW BUSINESS:

- COVID-19 Plan: ED Adams stated she has drafted a COVID plan to outline what we've done at this point and how we plan to continue to operate for the foreseeable future.

PUBLIC COMMENT:

Vice Chair Savin spoke about a comment she received from a health care worker who has had clients at EKR. The health care worker spoke highly of Ron. She also stated to Savin that she wanted to applaud his demeanor with the residents, his kindness and helpfulness when she has been in his presence in a client's unit.

ED Adams applauded Ron and Becky as the Covid situation has been difficult for everyone including residents. She thanked staff for showing tremendous patience and excellent customer service during this challenging time.

Resident Commissioner Lee thanked Adams for the bathroom heat solution.

Resident Joan Driscoll stated that she missed seeing the Board of Commissioners. She also gave praise to Resident Commissioner Lee and stated she is doing a wonderful job.

ADJOURNMENT: A motion was made by Commissioner Leamon and seconded by Commissioner Beverly to adjourn the meeting at 4:51 p.m. Motion passed 5-0-0.

Respectfully submitted,

Kevin Beverly
Kevin Beverly (Oct 13, 2020 20:45 EDT)
Kevin Beverly, Secretary