

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

CALL TO ORDER:

Chair Julie Savin called the regular meeting of the Stonington Housing Authority to order at 4:38 p.m.

ROLL CALL:

Those in attendance were Chair Julie Savin, Commissioner Beth Leamon, Commissioner Kevin Beverly, Resident Commissioner Megan Falcone, Executive Director Phylicia Adams, and Becky Champlin. Interpreter Brynn Hickey arrived at 4:55 p.m. Vice Chair Kate Careb was absent.

MINUTES:

A motion was made by Commissioner Leamon and seconded by Commissioner Beverly to approve the minutes of the November 8, 2018 regular meeting and the minutes of the December 7, 2018 special meeting. Motion passed 4-0-0.

READING OF THE TREASURER'S REPORT:

Commissioner Leamon presented the Treasurer's report for December 31, 2018 showing a balance of \$36,591.98 in the Savings Institute checking account; \$3,471.12 in the Savings Institute Pet account; for a total in all Savings Institute accounts of \$40,063.10. A total of \$387,752.64 for savings and investments and \$157.34 in petty cash. The total of all savings and checking assets is \$427,973.08.

BILLS AND COMMUNICATIONS: None

MAINTENANCE AND ASSET MANAGEMENT REPORT:

1. Ongoing grounds work, clearing drains, salting sidewalks, etc.
  2. LG cleaning schedule started. 31 apartments completed. Interior LG wall units cleaned using Speedclean System w/ mold inhibitor solution. Bathroom/kitchen exhaust vents cleaned, bathroom light/exhaust switches converted into one.
  3. Provided logistical support for volunteers that completed the community room paint project.
  4. Set up community room for Christmas party, helped decorate (including exterior lighting).
  5. Upcoming projects for January: Continue LG cleaning schedule, snow removal.
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## REPORT OF THE EXECUTIVE DIRECTOR:

### Operations:

1. Waitlist will close on January 14. We will complete the lottery drawing and mail out notices to applicants by Friday, January 18. There are currently 7 applicants on the waitlist. We've received 35 applications.
2. Unit 17-3 will be vacated this month. An applicant from the waitlist has been contacted and will move in.

### Financial:

1. Will submit a grant application to CHFA for funding from the Housing Tax Credit Contribution Program to replace heat pumps and repair concrete. Application due 2/14. SHA can contribute \$90,000 to this project.

During the reading of ED Adam's report, Chair Savin asked for a motion for an amount not to exceed \$90,000.00 from SHA reserves towards the replacement of heat pumps and concrete repair. Commissioner made that motion and Resident Commissioner Falcone seconded the motion. Motion passed 4-0-0.

2. Received a fourth bid for heat pump replacements. The company is Homestead and the heat pump manufacturer is Mitsubishi. Here is a breakdown of all of the bids I've received.

Company/Contractor	Heat Pump Brand	Cost
Homestead	Mitsubishi	\$322,999.73
Brown & Son	LG	\$243,217.07
R&W Heating	Fujitsu	\$272,800.00
Ceil Plumbing	Fujitsu	\$365,000.00

3. Received 1 bid for concrete repair from Rutra's Concrete. Estimate is \$171,787. Completed walk through with 2<sup>nd</sup> concrete contractor, TKO Concrete. Waiting for estimate.
4. 2019 budget has not yet been approved by CHFA. Contacted our asset manager from CHFA for more information.

### Maintenance:

1. Window sash adjustment completed. All windows open and close without obstruction.
  2. In the process of replacing bathroom light switches from 2 switches to 1 switch that controls the light and the vent fan. More than half have been completed so far.
  3. Received 1 estimate (\$4000) for repairs at Building 12. A second contractor came onsite and I'm waiting for his estimate.
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## REPORT OF THE RESIDENT COMMISSIONER:

### Updates:

1. The annual Christmas Party was held on December 7<sup>th</sup>. I would like to thank all those who helped set up and clean up. It was greatly appreciated.
2. The Girl Scout Daisies came here on December 15<sup>th</sup> to sing Christmas Carols and handed out cards to residents who attended. They were so cute!

### December Events:

- 12/7/2018: Holiday Party 5:00PM
- 12/11/2018: Resident Birthdays 1:00PM
- 12/15/2018: Girl Scout Daisies

### January Events:

- 1/17/2019: Resident Birthdays 1:00PM

### OLD BUSINESS:

**EKR Expansion Phase III:** ED Adams stated she selected Paul B. Bailey Architects, LLC for the project and that she had her first meeting with him on December 7<sup>th</sup> along with the engineer. The decision is to go with a double project including new construction as well as the rehab of existing units to include new siding, water heaters, refrigerators, etc. Chair Savin asked ED Adams to set up a meeting to include residents along with Paul Bailey to show them some site plans for the project.

### NEW BUSINESS:

**Development Consultant:** ED Adams stated she prefers to hire a development consultant regarding the expansion project. This person would also prepare the funding application and manage the project once it is funded. Discussion also ensued in regards to reaching out to certain prospects for this position.

**Housing Tax Credit Contribution Program Grant:** Due February 14<sup>th</sup> as discussed in ED Adam's report.

### PUBLIC COMMENT:

Resident Donna Haggerty mentioned how nice Stonington Arms sidewalks look after they had theirs all replaced. ED Adams stated she got a bid from the contractor who did that particular job. Donna also stated she would like to see all of the leaves removed from the property as they are a hazard for certain residents who have mobility issues.

Resident Janice Bogue thanked Ron for keeping the sidewalk between buildings 9 & 10 salted regularly due to the fact that area does not receive a lot of direct sunlight.

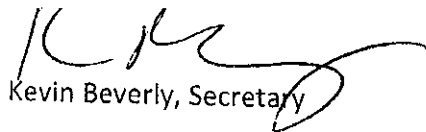
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Resident David Perrin brought up the storage units idea. ED Adams stated she will speak with Paul Bailey regarding possibly enclosing the existing outdoor storage areas with the possibility to enlarge them.

Resident Louise Bray asked about looking into electronic online banking for residents to have the option to pay their rent automatically every month if they so wish. ED Adams said she would reach out to the Savings Institute and inquire about it. Louise also asked about the fence around the pond. ED Adams stated we would be replacing the fence in the spring.

ADJOURNMENT: A motion was made by Commissioner Beverly and seconded by Resident Commissioner Falcone to adjourn the meeting at 5:19 p.m. Motion passed 4-0-0.

Respectfully submitted,

  
Kevin Beverly, Secretary