

Stonington Housing Authority
Edythe K. Richmond Homes
Community Building
Regular Meeting
January 11, 2018
Minutes

CALL TO ORDER:

Chair Julie Savin called the regular meeting of the Stonington Housing to order at 5:04 p.m.

ROLL CALL:

Those in attendance were Chair Julie Savin, Vice Chair Kate Careb, Commissioner Beth Leamon, Resident Commissioner Megan Falcone, and Executive Director Phylcia Adams.

MINUTES:

A motion was made by Chair Savin and seconded by Vice Chair Careb to approve the minutes of the November 9, 2017 meeting, with amendments. Motion passed 4-0-0.

READING OF THE TREASURER'S REPORT:

Commissioner Leamon presented the Treasurer's report for December 31, 2017 showing a balance of \$3,012.00 in the Chelsea Groton Pet account, \$3,819.89 in the Chelsea Groton Operating checking account, \$13,553.61 in the Chelsea Groton Money Market account, \$42,218.52 in Savings Institute checking account, with a total in all Chelsea Groton accounts and Savings Institute of \$62,604.02. With regard to savings and investments; a total of \$365,511.77 and \$172.62 in petty cash bring the grand total of all savings and checking assets to \$428,263.41. There is -\$25.00 account balance reflected in a Citizens checking account. Accountant Susan Gentile reported that this is an error that she will correct.

BILLS AND COMMUNICATIONS: None.

MAINTENANCE AND ASSET MANAGEMENT REPORT:

1. Numerous work orders were handled during the period December 2017 to date. Copies on file.
2. Mini Split A/C unit cleanings continue. 80 cleaned to date, 40 left to do.
3. Numerous snow events. Snow removal/salting ongoing. The streets are cleared by a contractor – A & J Landscaping. Maintenance Supervisor and maintenance staff are responsible for clearing and salting the walkways. Residents report they are satisfied with their work.
4. Three snow removal contractor bids sought, lowest bid hired, A & J Landscaping.
5. Community Room setup for Christmas party.
6. Community Room setup for meet and greet.
7. Christmas décor taken down and stored.

8. Grounds inspected daily and cleared of trash and debris.
9. Nutmeg builders will be on site on Monday, January 15 to install new exterior doors on the Community Building. Once the doors are installed, the Community Building hours will be 6am to 7pm to accommodate residents' request to have the Community Building open earlier.

REPORT OF THE RESIDENT COMMISSIONER:

1. The Christmas party held on December 8th was a great success and we had a good turn-out.
2. A luncheon was held on January 2nd to welcome new Executive Director, Phylcia Adams.
3. I would like to establish a committee for resident community activities.
4. There will be a sign-up sheet posted for Coast Guard volunteers coming to SHA on January 27th.

REPORT OF THE EXECUTIVE DIRECTOR:

1. We continue to not have any vacancies and our waitlist is closed.
2. Tenant Commissioner – The Selectmen accepted the results of the election at the November 22, 2017 meeting.
3. Community building exterior doors: Work will commence on Monday, January 15, 2018.
4. Cameras – Installation of 4 new security cameras (one on Building 1 and Building 8, two on building 10) are up and running. Work was completed in December.
5. Tree Trimming – Completed in December.
6. Christmas Party – Reported that the Christmas Party on December 8, 2017 was a huge success. 65 people attended. Entertained by the Stonington High School chorus.
7. Welcome Luncheon for new Executive Director – Held on Tuesday, January 2, 2018.
8. Resident Bob Roche passed away on January 9, 2018.

NEW BUSINESS:

Recertifications: Information packages will be distributed door to door on Friday.

Guidance on Internal Controls & Separation of Duties: Separation of duties will be assessed by the auditor. The ED will review checks before going to the Board for signature. A motion was made by Chair Savin and seconded by Vice Chair Careb to have ED Adams sign deposit slips & bank receipts (initial & date). ED Adams will also complete the reconciliations of all bank accounts. Accountant Susan Gentile will continue to review quarterly. This new process will be assessed at the end of the first quarter. Motion passed 4-0-0.

Email/Text Alerts: Along with the February rents, Becky will collect cell phone number and email addresses for residents. For residents without cell phones and email addresses, Becky will collect the best number to reach them. Frontier may have service to send phone messages.

Election of new Board Member Kevin Beverly: A motion was made by Chair Savin and seconded by Vice Chair Careb to appoint Kevin Beverly to the Board of Commissioners as Secretary. Motion passed 4-0-0.

HTCC Program/Mini Split Condenser Replacements: Application to apply for the grant is due the 2nd week of February. ECHO can assist with the grant writing and can apply for the developer's fee. A motion was made Vice Chair Careb and seconded by Resident Commissioner Falcone to have SHA hire ECHO to help with the HTCCP Grant and to train ED Adams. Motion passed 4-0-0.

2016/2017 Financial Audit: Accountant Susan Gentile will check to see if an audit needs to be completed to include both 2016 & 2017. Susan also asked if the Town of Stonington will send a tax bill. Chair Savin stated they will send a letter. It may only be twice a year.

OLD BUSINESS:

Executive Director Position: Chair Savin stated the position was filled.

2018 Budget review/CHFA Management Plan: Chair Savin stated that the budget/management plan for 2018 was approved and signed in December.

PUBLIC COMMENT:

Resident Donna Haggerty suggested to have annual hot water heater inspections done by Ron. She also suggested that Bob Cowley help him with this task.

ADJOURNMENT: A motion was made by Chair Savin and Seconded by Vice Chair Careb to adjourn the meeting at 6:08 p.m. Motion passed 4-0-0.

Respectfully submitted,



Kathleen Careb, Secretary