

Stonington Housing Authority
Edythe K. Richmond Homes
Community Building
Regular Meeting
February 8, 2018
Minutes

CALL TO ORDER:

Chair Julie Savin called the regular meeting of the Stonington Housing to order at 5:00 p.m.

ROLL CALL:

Those in attendance were Chair Julie Savin, Commissioner Beth Leamon, Resident Commissioner Megan Falcone, and Executive Director Phylcia Adams and Becky Champlin. Commissioner Kevin Beverly arrived at 5:02 pm. Vice Chair Kate Careb was absent.

MINUTES:

A motion was made by Commissioner Leamon and seconded by Resident Commissioner Falcone to approve the minutes of the September 29, 2017, October 27, 2017, December 8, 2017 and December 13, 2017 special meetings and the minutes of the January 11, 2018 regular meeting. Motion passed 3-0-0.

READING OF THE TREASURER'S REPORT:

Commissioner Leamon presented the Treasurer's report for January 31, 2018 showing a balance of \$3,012.00 in the Chelsea Groton Pet account, \$3,822.19 in the Chelsea Groton Operating checking account, \$13,556.06 in the Chelsea Groton Money Market account, \$45,904.67 in Savings Institute checking account, \$110.00 in the Savings Institute Pet account with a total in all Chelsea Groton accounts and Savings Institute accounts of \$66,404.92. With regard to savings and investments; a total of \$367,976.82 and \$148.74 in petty cash bring the grand total of all savings and checking assets to \$434,505.48. There is -\$25.00 account balance reflected in a Citizens checking account. Accountant Susan Gentile reported that this is an error and corrected it as of February 7, 2018, after the financial reports had already been printed.

BILLS AND COMMUNICATIONS: A letter was received by ED Adams from resident Donna H. The letter reads as follows: "1. I, Donna H. recommend to all of you to the Lysol Disinfectant Spray in all the community center including the kitchen, laundry room, bathrooms, and your office. And also, use the Lysol Disinfecting Wipes to wipe all the chairs, doors, tables, TV remote controls, kitchen cabinet knobs, light switches and many more to prevent the germs. We get sick twice or once, go around and come back. 2. I already spoke to Phylcia and Julie about possibility of building a storage unit or a shed attached to the units, for some extra storage for us. The prices could be from \$5-\$15 per month without lights and heat. Or, if there was extra money you could add it (lights/heat?) 3. Please let us know when you will inspect our water tank? I won't be at the board meeting today. Please write down some notes so I can be filled in. Thank you. Donna H."

Thank you notes were also received from residents Lorraine Roche and Joan Driscoll.

MAINTENANCE AND ASSET MANAGEMENT REPORT:

1. 30 LG mini-splits cleaned in January, 2018.
2. Numerous snow events. Snow removal/salting.
3. CR exterior door project completed. Still a few issues to resolve.
4. Two meetings/walk-throughs with cement contractors. Third pending due to availability.
5. John Deer repaired twice due to damage from sidewalk heaves.

REPORT OF THE EXECUTIVE DIRECTOR:

1. No vacancies. Waitlist continues to be closed. There are 5 people on the waitlist; 6 new applicants awaiting review. Letters will be mailed by 2/28.
2. Annual re-certifications are in progress. Deadline for residents to submit documents is 2/28. Eight re-certifications have been completed. Reminder notice will be delivered on 2/16.
3. Comcast cost increase will take effect 3/1. Residents will pay \$43.08 instead of \$42.50 to reflect the actual cost of service.
4. Resident Activities budget variance due to multiple on-site events and expenses: New Executive Director Luncheon, Coast Guard Volunteers, Renewal of The Day & The Sun.
5. Maintenance budget variance due to excessive snow removal and contract with Nutmeg Builders to replace doors on community building.
6. Development of a Preventive Maintenance Plan and Asset Management Plan is in progress. Goal for completion is 3/31.
7. Smoking on site and in units continues to be an issue. Will assess the feasibility of creating 2 designated smoking areas. Goal for completion is 2/28.
8. HTTCP Application: In progress. Due 02/14.
 - a. Brown & Son Plumbing and Heating - \$243,217.07 to replace condenser units
 - b. Rutra's Concrete, LLC - \$185,537.00 for concrete repairs and replacements
9. 31 Coast Guard volunteers on site on 1/27. Provided residents with various types of assistance.
10. Joe Wojtas, reporter from The Day, was on site on 2/1 to get information about new executive director.

REPORT OF THE RESIDENT COMMISSIONER:

1. Chair exercises were cancelled due to lack of interest.
2. 1/2/2018: Meet & Greet to welcome the new ED.
3. 1/18/2018: Resident Birthday Celebration.
4. 1/22/2018: Activities Committee Meeting.
5. 1/27/2018: Coastguard Volunteers.
6. 2/6/2018: Popcorn and Movie.
7. 2/13/2018: Spaghetti lunch/Valentines party.
8. 2/15/2018: Resident Birthday Celebration.
9. 2/21/2018: Storm preparedness seminar.

OLD BUSINESS:

Email/Text Alerts: Voice Mail Alerts using One Call Now: ED Adams stated that she found a service provider who is able to send out mass communications to the residents in the event of any emergencies. It can also be used to remind residents of resident activity events.

NEW BUSINESS:

Recertifications & New Lease Documents: A discussion ensued regarding publishing residents' telephone numbers in the in-house telephone directory. ED Adams stated that not all residents are on board with that. Commissioner Leamon stated that maybe it should be stated on the lease as to whether or not the resident has agreed to have their number published or not. Chair Savin suggested organizing a vote by residents whether or not to keep the in-house directory.

Smoking on Site: ED Adams stated that the current smoke free addendum to the lease mentions no smoking of cigarettes & cigars but there is no mention of vaping and that vaping is becoming more popular. Chair Savin suggested to ED Adams to check with other smoke free campuses to see what their policies are on vaping. She also stated we may want to add this as a second question on the voting ballot for the residents to vote on regarding vaping. ED Adams also brought up the issue of medical marijuana being smoked on campus. Chair Savin stated a resident would have to show evidence as proof from a physician and the State of CT medical ID card if they needed to smoke medical marijuana vs. consuming it orally.

HTCCP Application in Progress: As discussed in ED Adam's report.

Comcast Cost Increase: ED Adam's stated that SHA was losing approximately \$60.00 per month due to the cost increase of cable. Chair Savin stated the Elaine Schmidt had implemented the bundle package with Comcast in order to be more cost effective for the residents. Chair Savin recently re-negotiated a new contract with Comcast and locked into a better rate for 18 months. The new cost to residents will be about a .58 cent increase.

PUBLIC COMMENT:

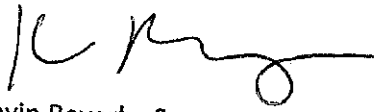
Resident David Perrin stated that he thought residents paid for cable according to how many people had cable. Chair Savin stated yes that we divide the amount we pay for the bundle package price by the number of participating residents. David also made reference to the issue of being a non-

smoking entity and stated that if we put in designated smoking areas on the property, we would be in violation of our policy.

Resident Joan Driscoll asked if the Coast Guard could possibly come back in the spring to help with planting of the gardens. ED Adams said she thought that was a great idea.

ADJOURNMENT: A motion was made by Chair Savin and Seconded by Commissioner Beverly to adjourn the meeting at 5:40 p.m. Motion passed 4-0-0.

Respectfully submitted,

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

Kevin Beverly, Secretary