

Stonington Housing Authority
Edythe K. Richmond Homes Community Building
Regular Meeting
May 10, 2018
Minutes

CALL TO ORDER:

Chair Julie Savin called the regular meeting of the Stonington Housing to order at 5:01 p.m.

ROLL CALL:

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

MINUTES:

A motion was made by Commissioner Leamon and seconded by Commissioner Beverly to approve the minutes of the April 12, 2018 regular meeting. Motion passed 4-0-0.

READING OF THE TREASURER'S REPORT:

Commissioner Leamon presented the Treasurer's report for April 30, 2018 showing a balance of \$1.86 in the Chelsea Groton Money Market account; \$56,440.23 in Savings Institute checking account; \$3,183.17 in the Savings Institute Pet account; a total in all Chelsea Groton accounts and Savings Institute accounts of \$59,625.26. A total of \$383,151.12 for savings and investments and \$126.51 in petty cash. The total of all savings and checking assets is \$442,902.89.

BILLS AND COMMUNICATIONS: One communication was received from resident Anne Nardone. It reads as follows:

To: EKR Board/Julie Savin Via: Megan Falcone – Resident Commissioner From: Anne Nardone ~ Re: Library Books Thank you very much for the two boxes of books, which are now a part of the EKR library. Approximately 100 of the "old" books will be recycled and "new" books hopefully acquired thanks to the thoughtful recent donation! ~ Anne N.

A discussion ensued per Commissioner Leamon's request to possibly donate the old books vs. recycling them. ED Adams stated she was looking into donating them for book credit for the residents.

MAINTENANCE AND ASSET MANAGEMENT REPORT:

- Apartment 5-2 renovated and reoccupied.
- Completed 60 annual inspections. Work orders to follow as necessary.
- Completed extensive perimeter clearing project along bldg. 9 & 10 to improve drainage.
- Apartment 2-4 renovated and reoccupied.
- Rotted raised vegetable bed removed. Replacement bed to be built and installed NLT May 18.

- Upcoming projects for May/June: Power washing bldg. 11, 12, & 14, roof moss removal, continuous grounds work, tree trimming, window sash adjustment. Improve existing drainage by bldg. 11.

REPORT OF THE EXECUTIVE DIRECTOR:

Operations:

1. Annual Inspections complete.
2. One new resident moved in on April 26th. The Welcome Committee (Liz T.) provided a welcome basket. One applicant is scheduled to move in in May. Eight applicants on the waitlist.
3. The Hartford Insurance company will complete a Premium Audit regarding workers' compensation insurance scheduled for May 23rd.
4. No bird feeders allowed due to rat infestation.
5. Attended Reasonable Accommodation training provided by NAHRO.
6. A recycling bin will be placed near building 9.

Financial:

1. Application for the CT Neighborhood Assistance Act grant is in progress. This grant will provide up to \$150,000 in tax credit funding for energy efficient upgrades. Application is due May 31, 2018. Planned upgrades include:
 - \$278,000 - replace AC units in the apartments
 - \$3,100 - replace the hot water heater in the community room
 - Waiting for estimate - replace the blinds in the community room
2. Grant application for Mystic Rotary Club was denied. I was invited to apply again in the fall.
3. Jason Geel (Maletta & Co.) started the audit process on April 30. The audits for 2016 and 2017 will be reported in the GAAP standards. He will be on site on May 21st.

Maintenance:

1. Coast Guard volunteers completed grounds work and assisted residents on April 27.
2. Scheduled maintenance completed on the truck. We received an estimate on the other needed repairs totaling \$3238.
3. In progress: Home Energy Assessment is needed for 10% of units in order to be eligible for energy rebates once the AC units are purchased.

In response to the discussion on the audit, Chair Savin expressed possibly looking into temporary disability insurance for SHA employees. She asked ED Adams to reach out to The Hartford regarding this matter. Chair Savin also stated that the Board should consider this expense for the employees.

A discussion ensued during ED Adams report regarding the LG AC/Heating units. Chair Savin expressed to ED Adams that they need to decide on a particular brand of units prior to reaching out

to vendors for estimates on replacing all of the outside units as well as the heads. Commissioner Leamon suggested it might be worth subscribing to Consumer Reports in regards to checking out different brands. ED Adams asked Chair Savin for suggestions for other companies to receive estimates for the ac/heating units.

REPORT OF THE RESIDENT COMMISSIONER:

Updates:

- Had a good turnout at the Zumba class. We had approximately 5 participants.
- The Welcome Committee was created. Liz T. volunteered to help.
- Residents were thankful for the Coast Guard volunteers.
- Thank you to Anne Nardone for organizing the new books that were donated.

April Events

- 4/4/18: Steak Loft Lunch
- 4/9/18: Site tour for SHS & parents
- 4/7/18: Calvary Church Children's Choir
- 4/10/18: Movie popcorn & beverages
- 4/11/18: Zumba class
- 4/21/18: Coast Guard volunteers

May Events

- 5/8/18: Movie snacks & beverages
- 5/14/18: Pendleton Speaker: Respiratory conditions presentation
- 5/17/18: Resident birthdays
- 5/24/18: Memorial Day luncheon

OLD BUSINESS:

Coast Guard Volunteers: ED Adams stated the residents really enjoyed the help they received from the volunteers with their own personal garden beds and patios. SHA provided pizza for the volunteers.

Truck repair/replacement: During ED Adam's report Commissioner Leamon asked about an estimate to repair the company truck vs. purchasing a new one. Chair Savin stated she would prefer to wait until the fall of 2018 to see about repairing vs. purchasing a new vehicle. All board members agreed with this idea to plan ahead for it so as to put it in the budget for next year.

NEW BUSINESS:

Resident garden will be planted the week of the 14th: ED Adams reported that flowers and vegetable plants will be purchased on Monday, May 14th with plans on planting the week of May 21st.

Human Services on-site: ED Adams stated that Leanne Theodore of Stonington Human Services met with her on obtaining different resources for residents to receive services they might need for various reasons. ED Adams stated that Human Services has a team of case managers who can do home visits

if necessary. The meeting was quite beneficial as to what ED Adams is looking to achieve for residents.

PUBLIC COMMENT:

Resident Ruth Nolder stated that the issue with no bus being available for transportation from PNC is due to the fact they currently have no driver.

Nolder also stated she knows of a few residents who have great connections with Brustolon and perhaps we could reach out to them in regards to purchasing a new vehicle.

Resident Sharon Phillips stated she knows of a great company who works on vehicles for repairs and will get that information to Phylcia.

Commissioner Leamon asked ED Adams if the One Call system is in place and reminding residents of the Board Meetings. ED Adams replied that an automated call goes out to all residents every Sunday reminding them of upcoming events for the week ahead.

ED Adams stated that Resident Commissioner Falcone mentioned that some residents do not attend the Board Meetings due to not being able to hear. Commissioner Leamon said she will bring in a microphone at the next meeting to try.

Resident David Perrin asked ED Adams if she had time to look into replacing the picnic table in the center of the complex. ED Adams stated the Coast Guard volunteers removed the old one and it is on her agenda to replace it with a new one. David said perhaps someone could possibly donate one to SHA. Chair Savin said she may have one she can donate.

ADJOURNMENT: A motion was made by Chair Savin and seconded by Resident Commissioner Falcone to adjourn the meeting at 5:38 p.m. Motion passed 4-0-0.

Respectfully submitted,



Kevin Beverly, Secretary