

Stonington Housing Authority  
Edythe K. Richmond Homes  
Community Building  
June 8, 2017  
Minutes

**CALL TO ORDER:**

Chairman Thomas Hyland called the regular meeting of the Stonington Housing to order at 4:01 p.m.

**ROLL CALL:**

Those in attendance were Chairman Thomas Hyland, Vice Chair Julie Savin, Commissioner Kate Careb, Resident Commissioner Janice Bogue, Ron Normand and Becky Champlin. Commissioner Beth Leamon was late arriving at 4:09 p.m.

**MINUTES:**

A motion was made by Vice Chair Savin and seconded by Chair Hyland to approve the minutes of the May 11, 2017 meeting. Motion passed 4-0-0.

**READING OF THE TREASURER'S REPORT:**

Commissioner Careb presented the Treasurer's report for May 31, 2017 showing a balance of \$3,212.00 in the Chelsea Groton Pet account, \$20,193.66 in the Chelsea Groton Operating checking account, \$13,537.89 in the Chelsea Groton Money Market account, with a total in all Chelsea Groton accounts of \$36,943.55. With regard to savings and investments; a total of \$454,020.09 and \$127.91 in petty cash bring the grand total of all savings and checking assets to \$491,091.55.

**BILLS AND COMMUNICATIONS:** None

**REPORT OF THE INTERIM EXECUTIVE DIRECTOR:**

1. All the flower boxes and vegetable gardens were planted a couple of weeks ago and the effort was led by Joan Driscoll.
2. Under the HTCC/CDBG grant, the punch list is getting done but the window issue is not resolved yet. David Wert is working with Ron to come up with a temporary solution and will put specs together with a structural engineer for the permanent fix to be completed next spring. This does not fall under the DEF contract. Wagner Associates is working to close out the grant but final payments cannot be done until DEF submits outstanding documents and finishes the punch list.
3. A resident meeting was held on May 26, 2017 and was very well attended. I introduced myself and provided a bit of background. I indicated that I have an open door policy and am available to meet with anyone when I am in the office.
  - a. We discussed one major change – after-hours calls. The new procedure is:
    - i. If it is an emergency, call 911
    - ii. If it is a lock out, call the Stonington PD at 599-4411.
    - iii. If it is an issue that cannot wait until the next business day, to call the on call cell phone. Ron and Julie will each carry it for one week on alternating weeks.

- b. Ron is committed to cleaning the community space/laundry area/bathrooms every Friday morning.
  - c. Work orders – slight change in that the order slips will be kept out in the community room on the communication board for residents to fill out. The slips themselves will be changing from duplicate to quadruplicate. After the resident fills it out, he/she is to take the top copy and put the slip in the mail slot. One copy will go to the ED and the other two to Ron. Once Ron completes the work, he will fill out the completion section and put one copy in Resident file and the other in his file.
  - d. Residents had an opportunity to bring up some issues such as bug /foundation spraying; bird feeders and grab bars. All of which are listed in the minutes and posted on the community board. Staff will address.
4. June 13, 2017 is the farewell/retirement party for Elaine Schmidt.
  5. July 5, 2017 is the Fourth of July party.
  6. I spoke to Larry Wagner about putting in another CDBG Grant next year for the residential unit expansion. We outlined a plan that would involve CDBG for infrastructure and community building expansion, HTCC and DOH CHAMP 13 for new construction of unit buildings and community building. The first step is to discuss with the Town as they will have to go out to bid for the consultant (such as Larry Wagner). Next is to get bids from architects to get the design of the community building and the unit buildings complete.
  7. We are scheduled to have an insurance audit with a representative from The Hartford on June 13, 2017 at 10:30. I have asked Susan Gentile, our bookkeeper to assist. They reconcile changes that occurred to the operations during the policy period which may impact policy exposure.

#### REPORT OF THE RESIDENT COMMISSIONER:

1. The welcome group assembled 4 new welcome baskets filled with lots of goodies for our new residents. Thanks to Paula Briggs, Ruth Nolder, and Vera Shaw for your efforts in making new residents feel welcome.
2. Our raised vegetable garden bins, flower window boxes, and plantings around the community center are looking great thanks to a number of people. Julie Savin got flowers and plants. Ron Normand put new liners in the window boxes and worked on the planters in front of the building. Others who worked on planting include Irene Moore, Paula Briggs, Donna-Jo Kurasz, Vera Shaw, Donna Haggerty, David Perrin, Kevin Pettinari, Megan Falcone, and Joan Driscoll. We now have cherry tomatoes (red & orange), large tomato plants, cucumbers, and Italian peppers. Chives and garlic have come up from last year.
3. A group of residents and staff went to the new Shore Dinner Hall restaurant in Dunns Corners for lunch on May 17<sup>th</sup>.
4. We need to line up people to help set up, working with food tables and help clean up for Elaine's retirement party on the 13<sup>th</sup> of June. Please see Becky, Janice Bogue or Joan Driscoll to let us know your preferences.
5. We also need people to help water plants, veggies and flowers. We had many men helping last year and hope they will volunteer again. If it rains on your vegetable watering day, you get a day off.

6. Anne Nardone packed up all of the books in the community library and put them back when the flooring was done. Thank you to her.

**NEW BUSINESS:**

**Executive Director Position:** Former ED Elaine Schmidt retired on May 31, 2017. The application deadline for the position is June 23, 2017. Chair Hyland and Commissioner Careb will conduct the interviews for the position. Chair Hyland agreed to possibly include one or two residents upon a second interview for an applicant.

**Elaine's Party – June 13:** A retirement party is scheduled for Elaine Schmidt on June 13, 2017 at 12:00 noon by invitation only. It will be held in the EKR community center with lunch & dessert.

**Fourth of July Party – July 5:** The annual 4<sup>th</sup> of July picnic celebration will be held on Wednesday July 5, 2017 at 12:00 noon for the residents and staff of Edythe K. Richmond Homes.

**Expansion:** As referred to in Interim ED Savin's report.

**OLD BUSINESS:**

**2016 HTCCP and 2015 CDBG Small Cities Grant Update:** As discussed in Interim ED Savin's report.

**PUBLIC COMMENT:**

Joan Driscoll asked to have a more flexible hose purchased for watering vegetable gardens and flower beds.

Louise Bray asked about the new Work Order station. Vice Chair Savin explained where to fill them out and where to leave them after business hours.

Bernice Benson spoke about the chain link fencing near her unit that is covered by vine overgrowth. Ron Normand said he would call the Town of Stonington to come cut all the overgrowth down. They do this every year as a courtesy.

Donna Haggerty asked about obtaining a key for the new outside storm doors. A discussion was held and it was decided that if an outside door was to be locked from the outside in an emergency situation, it would make it too difficult to get into both doors.

Ron Normand expanded on the end of the renovation project wrapping up. They will do one more punch list of items to be addressed next week. Grounds will be repaired next week due to the convex containers being stored on the property for an extended length of time. Sod will be put down.

Ron also spoke about a solution for the windows in some of the units not functioning properly. The architect will write up some specs and estimates will be obtained for this project to be completed. This was outside of D/E/F's contract.

ADJOURNMENT: A motion was made by Chair Hyland and Seconded by Commissioner Bogue to adjourn the meeting at 4:33 p.m. Motion passed 5-0-0.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Kathleen Careb', followed by a long horizontal flourish.

Kathleen Careb, Secretary