

Stonington Housing Authority
Edythe K. Richmond Homes Community Building
Regular Meeting
June 13, 2019
Minutes

CALL TO ORDER:

Chair Julie Savin called the regular meeting of the Stonington Housing Authority to order at 4:30 p.m.

ROLL CALL:

Those in attendance were Chair Julie Savin, Vice Chair Kate Careb, Commissioner Kevin Beverly, Executive Director Phylcia Adams, Ron Normand and Becky Champlin. Also present was interpreter Yvonne Brown. Commissioner Beth Leamon entered the meeting at 4:35 p.m.

MINUTES:

A motion was made by Commissioner Careb and seconded by Commissioner Beverly to approve the minutes of May 9, 2019, regular meeting. Motion passed 3-0-0.

At the request of Commissioner Leamon, Chair Savin made a motion to reopen the acceptance of the Minutes of May 9, 2019. Commissioner Careb made that motion and Commissioner Leamon seconded the motion. Motion passed 4-0-0. Chair Savin asked for a motion to accept the Minutes of May 9, 2019 as written but amended for the Public Comment area to eliminate the details.

Commissioner Leamon made that motion and Commissioner Careb seconded the motion. Motion passed 4-0-0.

READING OF THE TREASURER'S REPORT:

Commissioner Leamon presented the Treasurer's report as of May 31, 2019, showing a balance of \$37,885.72 in the Savings Institute checking account; \$3,271.81 in the Savings Institute Pet account; for a total in all Savings Institute accounts of \$41,157.53. A total of \$305,554.57 for savings and investments and \$171.89 in petty cash. The total of all savings and checking assets is \$346,883.99.

BILLS AND COMMUNICATIONS:

- Resignation Letter from Megan Falcone, Resident Commissioner – ED Adams stated she received one communication from Megan Falcone. She submitted her letter of resignation as Resident Commissioner. She stated the letter had also been accepted by the First Selectman at their Board of Selectmen meeting as well.

ED Adams stated she wanted to take this meeting to officially announce that the deadline to nominate people to run for Resident Commissioner is by the next Board Meeting. And the deadline to vote will be by the August Board Meeting. The election will be held prior to that meeting. Chair Savin thanked Megan for her service.

MAINTENANCE AND ASSET MANAGEMENT REPORT:

- Held annual unit inspections with Pat Kelson Associates.
- Powerwashing completed (17 bldgs).
- Extensive Landscaping/Grounds work.
- Helped with flower boxes.
- Cooked for Memorial Day luncheon.
- Upcoming projects for June: Minor sidewalk repair, handicap parking graphics upgrade, roof staining treatment, drainage between bldg. 12 & 14.

REPORT OF THE EXECUTIVE DIRECTOR:

Operations:

1. Coast Guard volunteers on June 1st. Volunteers cleaned all exterior windows and painted the retaining walls. They also helped residents in their homes. SHA bought lunch for the volunteers. It was a great success.
2. Will interview 2 youths from the Summer Youth Employment & Training Program. If selected, 2 youths will work at SHA for 100 hours from July to August. One will work in the Community Room as a Resident Engagement Assistant to help residents with the computer, assist with community events and office work. The other will work under Ron's supervision to help with grounds, maintenance, and painting projects.
3. Discussed removable speedbumps at EKR with Police Chief Stewart. He recommended that we do not install speedbumps because they can cause serious accidents.
4. Resident Commissioner – residents will need to submit names of nominees.

Financial:

1. Completed the annual workers' compensation premium audit. Cost increased by \$49.00.
2. We received a letter from Comcast that the Resident Comcast expense will increase by 5% effective July 1, 2019.
3. Seven tenants have paid security deposits. To ensure that the residents receive the accrued interest, Liberty Bank can open accounts in the tenants' names. The interest that their accounts accrue will be paid to them at move out.

During the reading of ED Adam's Financial section of her report, discussion ensued regarding different options for residents' cable. Chair Savin suggested looking into streaming cable channels through Sling TV, Hulu or Roku as it may be more affordable along with internet and/or wifi. Commissioner Beverly said this may be a good thing for one of the youth's who will be helping out for the summer to help residents look into.

Maintenance:

1. Received report from Pat Kelson Associates regarding unit inspections. Scored 83 out of 100 possible points due to problems with GFCI outlets and pressure release valves on water heaters.

ED Adams also stated that Pat Kelson Associates took off some points for sidewalks.

2. Annual fire hydrant testing completed. Need new gaskets. Gaskets will be replaced by Standard Sprinkler this month.

ED Adams said she has reached out to another sprinkler company & will be receiving estimates from them next week because Standard Sprinkler never returned her call regarding the gaskets.

3. Town of Stonington Highway Department fixed the drainage grate on Winthrop. It was damaged by the snow plow.

OLD BUSINESS:

- Vote – Onsite Designated Smoking Areas: After much discussion between Board Members, Chair Savin asked for a motion to amend the no-smoking policy to recognize no more than two designated smoking areas on the property that are at least 20 feet away from any building. Commissioner Careb made that motion and Commissioner Leamon seconded the motion. Motion passed 4-0-0.

NEW BUSINESS:

- Resignation of Resident Commissioner: Chair Savin stated they discussed the resignation of Megan Falcone earlier in the meeting, along with the process for the new election.
- Tenant Security Deposit Accounts: Chair Savin asked ED Adams if this was fully transitioned. ED Adams said right now the account is still with Savings Institute but will be switched over to Liberty Bank because they can facilitate the procedure needed regarding the interest accrued on each residents' security deposits.

PUBLIC COMMENT:

Resident Janine Perillo stated that Ron, Becky & Phylcia are wonderful but she just had a question regarding the date on her lease's expiration date. ED Adams stated the Addendum to her lease she received is a one-year extension of her original lease.

Resident Ruth Nolder brought up the sighting of two unidentified bicyclists who have been riding their bikes on the sidewalks of SHA property. She stated this a danger to elderly residents and even to themselves in the event they should get hurt if they run into someone.

Resident David Perrin mentioned the pond on SHA property is looking overgrown.

Resident Donna Haggerty asked ED Adams if she could provide documentation on when the non-smoking policy was implemented. ED Adams agreed she would do so.

Neighbor Sue Jones asked if we could add stop signs on our property. She stated it may slow people down if we had stop signs every 25' or so. Ruth Nolder stated there used to be a stop sign years ago on the property but when the parking lot was paved it was never put back. Sue also commented regarding the amendment of the Public Comment area of the May 9, 2019 meeting. She felt the names of the people who spoke at that meeting should be entered into the minutes but not the details of what they said.

Resident Louise Bray suggested having SHA implement EFT payments for rent.

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

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'K Beverly', with a long horizontal flourish extending to the right.

Kevin Beverly, Secretary