

Stonington Housing Authority
Edythe K. Richmond Homes Community Building
Regular Meeting
July 12, 2018
Minutes

CALL TO ORDER:

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

ROLL CALL:

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

MINUTES:

A motion was made by Commissioner Careb and seconded by Resident Commissioner Falcone to approve the minutes of the June 14, 2018 regular meeting with one amendment. Motion passed 5-0-0.

READING OF THE TREASURER'S REPORT:

Commissioner Leamon presented the Treasurer's report for June 30, 2018 showing a balance of \$56,976.59 in the Savings Institute checking account; \$3,408.45 in the Savings Institute Pet account; for a total in all Savings Institute accounts of \$60,385.04. A total of \$384,701.05 for savings and investments and \$170.05 in petty cash. The total of all savings and checking assets is \$445,256.14.

BILLS AND COMMUNICATIONS: None

MAINTENANCE AND ASSET MANAGEMENT REPORT:

- Power washed buildings 11, 12, & 14.
- Sanded, painted and placed donated picnic table on the grounds.
- Repaired and painted two SHA blue benches.
- Cleaned out gutters in buildings 1-5, 9-11, & 15-17.
- Ongoing grounds work.
- Upcoming projects for July/August: Window sash adjustment. Upgrade drainage by building 11. Clear perimeter overgrowth.

REPORT OF THE EXECUTIVE DIRECTOR:

Operations:

1. One new resident moved in on June 1. One resident transitioned to a nursing home facility. Unit is currently vacant.

2. Attended training provided by CT Housing Coalition – Building Green into Your Development Financial Plan.
3. Received a proposal from mechanical engineering firm Garcia, Galuska, & DeSousa for a professional engineering services to provide design and construction administration for the heat pump project. Their proposal includes a study, construction documents, bidding assistance and construction administration and the estimate is \$15,400.

Contacted Innovative Engineering Solutions for another estimate for services and received a similar estimate (\$15,000). This includes the study, construction documents, and bidding assistance. Construction administration can be provided at an additional cost.

Eversource estimates that we could receive \$300 per AC unit in rebates. If we decide to proceed with additional energy-saving projects, we would be eligible for the Comprehensive Incentive program which would result in a more rebates. One way to get a comprehensive analysis is through funding provided by the CT Green Bank Sherpa Loan Program. This program will assist with financing a no-obligation opportunity assessment with an upfront cost of \$4000 (\$250 per building).

Financial:

1. Contacted Aflac and AmWins Group Benefit for an estimate for employee short term disability benefits.
2. Completed maintenance on several heat pumps; will receive invoices in July. Anticipating about \$3000 in expenses.
3. Met with a representative from Liberty Bank Foundation to discuss grant/partnership opportunities.

Maintenance:

1. On-going heat pump maintenance.

REPORT OF THE RESIDENT COMMISSIONER:

Updates:

- The luncheon at B & B Dockside was excellent. We had beautiful weather and 13 residents & staff attended. The food was fantastic. Everybody had a very nice time.
- Nine people attended the June resident birthday celebration.
- Our annual 4th of July picnic was held on Monday, July 2nd at 12:00 noon. Approximately 35 people attended.
- The monthly movie was held on Monday, July 9th. Beauty and the Beast was the choice this month as On Golden Pond was not being shown anymore on Netflix.
- Vegetable gardens are doing well. Thank you to all who participate in the watering and weeding.

- On Tuesday, July 17th at 1:00 there will be a Music & Movement presentation in the EKR Community room. Further information on this is posted on the bulletin board.

June Events:

- 6/5/18: Movie (Anna Karenina) Chips & beverages
- 6/20/18: B & B Dockside Luncheon
- 6/21/18: Resident June Birthdays

July Events:

- 7/2/18: 4th of July picnic 12:00 noon
- 7/9/18: Movie (Beauty & the Beast) 1:00
- 7/17/18: Music & Movement Presentation
- 7/19/18: Resident July birthdays 1:00

OLD BUSINESS:

Employee Short-Term Disability Benefits: In addition to ED Adams' report, she stated that she is still waiting for estimates from 2 insurance companies.

Truck Replacement: As stated from ED Adams this is still a work in progress and are keeping it on the Agenda.

Heat Pump Replacement – CT Neighborhood Assistance Act Grant: ED Adams stated the grant for this was submitted in May and she should have more information by August. Chair Savin explained that Eversource is limited to a certain dollar amount to purchase tax credits. She asked Board members to think of and look into other companies that could also purchase tax credits.

NEW BUSINESS:

Rent Stratification: ED Adams' stated in reference to rent stratification she would open the floor to Jason Geel of Maletta & Company CPA's to discuss our recent audit as this came about due to the audit. A discussion ensued regarding implementing rent stratification per ED Adams' proposal. The Board stated they will bring it back to discussion at next month's board meeting. Mr. Geel recommended to the Board to possibly look into CT STIF (Connecticut Short Term Investment Fund) vs. CD's when it comes to money investment. Mr. Geel's final statement on the recent audit was that there are no current year audit findings in regards to compliance with laws and regulations.

PUBLIC COMMENT:

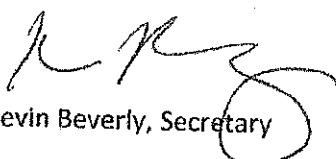
Resident Denise Parzych expressed concern regarding mold on the outside walls of her building and cracked sidewalks. Chair Savin asked ED Adams to take photos of the complaints to be taken care of, plans to remedy them, and then photos after the repairs had been done and present them to the Board at next month's meeting.

Resident Donna Haggerty complained about her AC unit in her living room not working properly. ED Adams stated that she had repeatedly tried explaining to her the protocol for repairing her unit as there was miscommunication between herself (Donna), Ron and the HVAC contractor failing to

communicate with the office first. Haggerty expressed her frustration at Ron for getting frustrated with not being able to understand her when she talks to him. Commissioner Careb stated it may be a good idea for staff to learn more on understanding how to communicate with the deaf population. Commissioner Leamon stated that Donna needs to speak to ED Adams if she has an issue with an employee prior to her losing her temper.

ADJOURNMENT: A motion was made by Chair Savin and seconded by Commissioner Careb to adjourn the meeting at 6:29 p.m. Motion passed 5-0-0.

Respectfully submitted,



Kevin Beverly, Secretary