

Stonington Housing Authority
Edythe K. Richmond Homes Community Building
Regular Meeting
August 9, 2018
Minutes

CALL TO ORDER:

Chair Julie Savin called the regular meeting of the Stonington Housing Authority to order at 5:00 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, Becky Champlin and Ron Normand. Vice Chair Kate Careb was absent. Interpreter Brynn Hickey arrived at 5:04 p.m.

MINUTES:

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

READING OF THE TREASURER'S REPORT:

Commissioner Leamon presented the Treasurer's report for July 31, 2018 showing a balance of \$49,209.25 in the Savings Institute checking account; \$3,270.40 in the Savings Institute Pet account; for a total in all Savings Institute accounts of \$52,479.65. A total of \$387,154.71 for savings and investments and \$152.69 in petty cash. The total of all savings and checking assets is \$439,787.05.

BILLS AND COMMUNICATIONS: None

MAINTENANCE AND ASSET MANAGEMENT REPORT:

- Worked the grill for the 4th of July luncheon.
- Treated dumpsters to rid insects.
- Turned apartment 12-1 for re-occupation.
- Ongoing grounds work.
- Upcoming projects for August/September: Window sash adjustment. Upgrade drainage by bldg. 11. Clear perimeter and drains of overgrowth and debris.

A discussion ensued during the reading of the Maintenance and Asset Report regarding locations of cracked concrete sidewalks on the property. Ron suggested exterior caulking to make repairs. Chair Savin stated she'd prefer to have the concrete removed and replaced so as to avoid further tripping hazards.

REPORT OF THE EXECUTIVE DIRECTOR:

Operations:

1. On-going resident activities include the Yard of the Month. Many residents put a lot of effort into their gardens and this is a way for them to acknowledge their neighbors. The winner for June was Ruth N. and the winner for July was Kevin Pettinari.
2. Insurance renewal with the Department of Administrative Services Master Insurance Program is complete for the Property Insurance and Property Liability insurance.
3. Insurance renewal with Blumenthal & Donahue, LLC for the Professional Liability policy is complete.
4. Updated website for Stonington Housing Authority to include photos of a unit interior. Application for housing is also available online.
5. Waitlist opened on August 1 and will close on November 30. We have received 15 applications.
6. Ron and Becky completed the 9-hour Fair Housing Specialist online training provided by National Center for Housing Management.

Financial:

1. Met with Aflac representatives to discuss options for short-term disability benefits. Our best option is a defined contribution benefit plan. Total annual cost to SHA is \$5,809.44.
2. Propose a base rent increase of 4%. Current base rents are \$250 and \$280. New base rents would be \$260 and \$291. This would impact 14 residents. Additional revenue due to base rent increase would be \$1,120.

Commissioner Leamon expressed concern regarding adding the short-term disability benefits to the budget mid-year. Chair Savin agreed and suggested having a special meeting next month to discuss this subject as well as the proposed base rent increase vs. stratified rents in accordance with budget planning for 2019.

EKR Expansion Phase III:

1. Received 4 proposals for architectural services for the Phase III Expansion. Schadler Selnau Associates' fee is \$153,000 and this firm is able to begin immediately. Ed Wenke, the site engineer, is also ready to begin and the fee is \$27,500.
2. Fellow St. Extension land transfer is complete. In 2014 the Board of Selectmen voted to convey the land to SHA, but the deed was not updated and signed. Our attorney updated the deed and sent it to Mr. Simmons for a signature.
3. Need to get an updated Site Survey. The soil scientist may have to complete another assessment to verify the drainage area at the corner of Sisk and Trumbull is not a regulated wetland. Once the drawings are complete, will submit the Project Notification Form to the State Historic Preservation Office for approval and submit the CT Environmental Policy Act Intake Review form to the Department of Housing.

Maintenance:

1. Pond area has eroded and has caused the fence around the pond to start leaning. Met with town engineer, public works director, highway supervisor, and wetlands officer to discuss solution. The options are to replace a portion of the fence so that the pond area can be mowed or to remove the fence entirely.

Commissioner Leamon suggested acquiring quotes to move the fence instead of removing the fence entirely. Chair Savin agreed.

REPORT OF THE RESIDENT COMMISSIONER:

Updates:

- The 4th of July picnic was held on Monday, July 2nd. There were approximately 35 residents. A good time was had by all.
- Movie was on July 10th. It was supposed to be On Golden Pond but that wasn't available anymore on Netflix. We showed Beauty & the Beast.
- Music & Movement Presentation was on July 17th. Two employees of Pendleton put on the presentation. Songs were sung, games were played and a little exercise involved. It was fun!
- Resident birthdays were held on July 19th. We had a total of 19 people this time which was great!

July Events:

- 7/2/18: 4th of July picnic
- 7/10/18: Movie "Beauty & the Beast"
- 7/17/18: Music & Movement Presentation
- 7/19/18: Resident July birthdays

August Events:

- 8/3/18: Buttonwoods
- 8/14/18: Movie: "Beauty & the Beast" (2014 version)
- 8/15/18: Officer Howard/Crimes against the elderly speech
- 8/16/18: Resident August Birthdays
- 8/21/18: Free picnic @ SHS playground sponsored by Stonington Human Services – please call them if you plan on attending.

OLD BUSINESS:

Employee Short-Term Disability Benefits: As discussed during ED Adams' report.

Truck Replacement: ED Adams' stated she would be meeting with Brustolon the following day to discuss leasing vs. purchasing a new truck. Chair Savin asked her to also check with Joel Valenti of Mystic.

Rent Stratification: Chair Savin stated they would be discussing this during the budget Special Meeting next month.

NEW BUSINESS:

EKR Expansion Phase III: As discussed during ED Adams' report.

PUBLIC COMMENT:

Resident Joan Driscoll expressed concern regarding dredging of the pond because that is where the red-winged black birds nest every year. She also stated her opinion as to keeping the fence instead of taking it out completely. She felt that would be dangerous due to children possibly having access to an open pond.

Resident Donna Haggerty brought up the subject regarding leasing vs. buying a company truck. Chair Savin said she had stated they were looking at both options and Phylicia will present to the Board the best option. Donna also asked when SHA would actually break ground for adding more units. Chair Savin said approximately 2 years as the application process is ongoing still at this point.

Resident David Perrin asked about the possibility of getting storage facilities for the units as was discussed in the past. Chair Savin stated it is still on the radar and once we reapply for another grant in February 2019 and hopefully receive it, then that would be on the list of options.

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

Respectfully submitted,



Kevin Beverly, Secretary