

Stonington Housing Authority  
Edythe K. Richmond Homes Community Building  
Regular Meeting  
September 13, 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 present but out on the grounds & entered the meeting at 5:17 p.m.

MINUTES:

A motion was made by Commissioner Leamon and seconded by Resident Commissioner Falcone to approve the minutes of the August 9, 2018 regular meeting. Motion passed 4-0-1.

READING OF THE TREASURER'S REPORT:

Commissioner Leamon presented the Treasurer's report for August 31, 2018 showing a balance of \$50,361.18 in the Savings Institute checking account; \$3,270.54 in the Savings Institute Pet account; for a total in all Savings Institute accounts of \$53,631.72. A total of \$387,836.70 for savings and investments and \$151.69 in petty cash. The total of all savings and checking assets is \$441,620.11.

BILLS AND COMMUNICATIONS: One communication was received by resident Anne Nardone. It reads as follows: to Megan: 9/6/2018, Thank you to Becky for donating (2+ dozen) books from her mother's collection. They have been added to the Sisk library for readers to enjoy! ~ Anne N.

MAINTENANCE AND ASSET MANAGEMENT REPORT:

1. On-going grounds work.
2. Upcoming projects for Sept: Window sash adjustment. Remove bay window support at bldg. 15, and close in. Upgrade drainage by bldg. 11. Laundry room paint out.

REPORT OF THE EXECUTIVE DIRECTOR:

Operations:

1. Waitlist opened on August 1 and will close on November 30. We have received 21 applications. In the past 30 days our website has been viewed 516 times.
2. Mystic Air Quality is scheduled to inspect 12 apartments and will provide a comprehensive report of how residents can reduce humidity in their units.

3. Eastern Connecticut Conservation District (ECCD) installed a Rain Garden with the help of volunteers from the Coast Guard Officer Candidate School. ECCD also gave us a rain barrel to collect rain water to be used to water the raised garden beds.
4. Attended training at the NeighborWorks Training Institute and the CONN NAHRO Annual Conference.

#### Financial:

1. Working on completing the budget for 2019. It is due to CHFA by October 31.
2. Met with Joel Valenti to get a price for a maintenance truck. The cost for a new Ford F-150 is \$31,897. At Brustolon, the cost of a new GMC Sierra is \$36,505.
3. Received notification that our application for the CT Neighborhood Assistance Act Grant was accepted by the state. We applied to receive \$150,000 in tax credit funding to replace mini-split heat pumps. I have reached out to Tom Dorsey (Eversource) and Joel Valenti and asked them to make a contribution to our project.
  - If you know any business owners in CT, please let them know that we need their support for this project.

#### 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. Need to get an updated Site Survey. The soil scientist may have to complete another assessment to confirm 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. Received an estimate from Luther Fence to replace the fence around the pond. The cost is \$9,250. The best time of year to replace it is early spring, before the growing season.
2. Did a property walk-through with Rutra's Concrete and requested an estimate to replace areas with significantly damaged concrete.

During ED Adam's report Chair Savin asked for a motion to move forward with Phase III to increase the number of units up to 20. Commissioner Leamon made the motion. Commissioner Careb seconded the motion. Motion passed 5-0-0. A discussion ensued regarding Commissioner Leamon referencing the need for local affordable housing. Chair Savin referred to the 2018 Southeastern Connecticut Housing Alliance Report stating that the demand for rental housing is still on the upswing. Chair Savin also stated that approximately 7,000 units of affordable housing are needed in Southeastern CT.

Chair Savin asked to get a motion to approve expenditures not exceeding \$50,000.00 towards pre-development activity and application preparation for Phase III of the EKR Homes and to authorize ED Adams to enter into contract for such activity. Commissioner Careb made the motion. Commissioner Beverly seconded the motion. Motion passed 5-0-0.

In reference to replacing the fence during ED Adam's report, Chair Savin recommended calling Luther Fence well in advance of spring to calendar it.

Chair Savin asked for a motion to enter into contract with Rutra's Concrete to replace areas with significant damage for the amount of \$7,500.00. Commissioner Beverly made the motion. Commissioner Leamon seconded the motion. Motion passed 5-0-0.

#### REPORT OF THE RESIDENT COMMISSIONER:

##### Updates:

1. Officer Howard gave a presentation on Crimes against the elderly on Aug. 15<sup>th</sup>. It was well received and very informational.
2. August birthdays celebration was well attended and all enjoyed cake.
3. The Labor Day picnic was a great success with about 28 residents and staff attending.
4. Resident September birthdays will be on September 20<sup>th</sup> @ 1:00.

##### August Events:

- 8/3/18: Buttonwoods
- 8/14/18: Movie: Beauty & the Beast (2014 version)
- 8/15/18: Officer Howard/Crimes against the elderly
- 8/16/18: Resident August Birthdays
- 8/21/18: Free picnic @ SHS playground sponsored by Stonington Human Services

##### September Events:

- 9/7/18: Labor Day picnic
- 9/11/18: Movie: "Secretariat" w/ Diane Lane
- 9/19/18: Resident September Birthdays Celebration at 1:00 pm

##### OLD BUSINESS:

**Employee Short-Term Disability Benefits:** ED Adams stated this is already included in next year's budget.

**Truck Replacement:** As discussed in the Special Meeting.

**Rent Stratification:** As discussed in the Special Meeting.

**EKR Expansion Phase III:** As discussed in the Special Meeting.

NEW BUSINESS:

**Air Quality Assessments:** As discussed in ED Adam's report. She also stated they finished with their testing as of today.

**2019 Budget Submission due Oct. 31:** As discussed in the Special Meeting. Chair Savin stated we will make that deadline.

**Tenant Profile Submission & Waitlist Survey due Oct. 31:** ED Adams stated this is another compliance document that must be submitted to CHFA.

PUBLIC COMMENT:

ED Adams stated that Becky found some very good information online and submitted an order for the Emergency Preparedness booklets and were distributed to all residents. She also stated we will be sharing them with Stonington Arms and Stonington Human Services.

Resident David Perrin reminded the Board about the need for storage areas. Chair Savin stated this needs to be a standing item and will be part of the grant application in February. Mr. Perrin also stated he submitted a work order for his bathroom sink that has a crack in it. He stated the crack is getting bigger. He said Ron did look at it but it is not leaking yet. Chair Savin stated the sink should be replaced.

ADJOURNMENT: A motion was made by Commissioner Leamon and seconded by Commissioner Careb to adjourn the meeting at 5:34 p.m. Motion passed 5-0-0.

Respectfully submitted,

  
Kevin Beverly, Secretary