

Stonington Housing Authority
Edythe K. Richmond Homes Community Building
Regular Meeting
October 11, 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, Vice Chair Kate Careb, Commissioner Beth Leamon, Resident Commissioner Megan Falcone, Executive Director Phylcia Adams, and Becky Champlin. Commissioner Kevin Beverly was absent.

MINUTES:

A motion was made by Commissioner Careb and seconded by Commissioner Leamon to approve the minutes of the September 13, 2018 special meeting with one amendment. Motion passed 4-0-0. A motion was made by Commissioner Leamon and seconded by Commissioner Careb to approve the minutes of the September 13, 2018 regular meeting. Motion passed 4-0-0.

READING OF THE TREASURER'S REPORT:

Commissioner Leamon presented the Treasurer's report for September 30, 2018 showing a balance of \$57,742.14 in the Savings Institute checking account; \$3,470.67 in the Savings Institute Pet account; for a total in all Savings Institute accounts of \$61,212.81. A total of \$388,366.33 for savings and investments and \$115.75 in petty cash. The total of all savings and checking assets is \$449,694.89.

BILLS AND COMMUNICATIONS: None

MAINTENANCE AND ASSET MANAGEMENT REPORT:

1. On-going grounds work.
2. 47 apartments received window sash adjustments. Windows now function properly.
3. Worked the grill for the Labor Day cookout.
4. Accompanied ED during air quality assessments.
5. Removed temporary supports, enclosed and insulated under bay window at bldg. 15.
6. Attended 2-day Housing Academy seminar in New Haven.
7. Upcoming projects for Oct: Continue window sash adjustments. Upgrade drainage by bldg.
11. Laundry room paint out. Remove a few small dead trees on the property.

REPORT OF THE EXECUTIVE DIRECTOR:

Operations:

1. Mystic Air Quality completed an assessment of 12 apartments. Currently waiting for the completed report.

Financial:

1. The budget for 2019 is due to CHFA by October 31. Highlights of the new budget are as follows:
 - No audit in 2019
 - Janitor cleaning contract for 1 cleaning each month
 - New car payment plus insurance
 - Employee Short-Term Disability Insurance
2. Capital Improvements for 2019 include:
 - Replacing up to 5 mini-split heat pumps, 4 refrigerators, 4 water heaters, and 3 emergency fire panels.
 - Site repairs such as dead tree removal, pond fence replacement, and security system repair
3. CT NAA Grant: Pfizer unable to contribute because they don't have a tax liability in CT; Zachry Nuclear not interested in participating; no response from EverSource. Waiting for responses from Valenti Ford and Homestead.

EKR Expansion Phase III:

1. Completed Wetlands Delineation Assessment. Waiting for the Surveyor to come to the site.
2. Next Housing Academy training is 10/17/18 – 10/18/18.

Maintenance:

1. Rutra's Concrete replaced concrete in 3 areas.

REPORT OF THE RESIDENT COMMISSIONER:

Updates:

1. The Labor Day picnic was fantastic. 27-30 residents attended.
 2. We actually watched the movie Secretariat on 9/18. It was a very good movie. I really wish more residents take advantage of movie day. The movie for October is on 10/16 and the feature is "A Beautiful Mind".
 3. Resident September birthdays was well attended. Approximately 10 people joined in.
 4. On October 2nd, Kate Rotella came to the EKR Community room for a meet & greet. Unfortunately we had a very low turnout for her.
 5. We will be having a flu clinic here on Oct. 15th at 1:00 for residents. Please sign up if you wish to attend.
-

6. Residents will be hosting their own Halloween Pot-Luck luncheon on 10/31 at noon. If attending, must bring a dish. No fee will be charged. Halloween costumes are optional & prizes for best costume 1st and 2nd place will be held.

September Events:

- 9/7/18: Labor Day Picnic
- 9/11/18: Movie: "Secretariat" with Diane Lane
- 9/20/18: Resident September Birthdays

October Events:

- 10/2/18: Kate Rotella Meet & Greet
- 10/15/18: Flu Clinic 1:00 in EKR Community Hall
- 10/16/18: Movie: "A Beautiful Mind" w/ Russell Crowe
- 10/18/18: Resident October Birthdays 1:00
- 10/31/18: Halloween Pot-Luck Luncheon @ 12:00 (1st & 2nd prize for best costumes)

OLD BUSINESS:

EKR Expansion Phase III: Chair Savin asked ED Adams where we stand with an architect. A discussion ensued on bids received. Chair Savin asked for a motion to hire Paul Bailey Architects for the EKR Phase III not to exceed \$150,000.00. Commissioner Careb made the motion and Commissioner Leamon seconded the motion. Motion passed 4-0-0.

NEW BUSINESS:

Air Quality Assessments: As discussed in ED Adam's report.

2019 Budget Review: During her report, ED Adams's discussed, at length, her finalized Budget for 2019. Chair Savin asked for a motion to accept the budget as presented for Jan. 1, 2019. Commissioner Leamon made the motion and Commissioner Careb seconded the motion. Motion passed 4-0-0.

2019 Meeting Schedule: Chair Savin stated Board Meetings for 2019 would be held at 4:30pm on the second Thursday of every month.

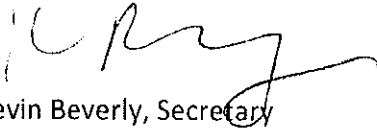
PUBLIC COMMENT:

Resident Louise Bray asked questions on how many new apartments and buildings would be added to the complex. Chair Savin stated there would be resident participation and as the designs progress Phylcia will hold meetings informing the residents. Louise also asked about possibly getting a booster to make the wi-fi signal go our further across the complex. A discussion ensued and a suggestion was made to call Comcast to see how many routers are actually in place at the present time.

Resident Paula Briggs inquired about using the computer in the community room.

ADJOURNMENT: A motion was made by Commissioner Careb and seconded by Resident Commissioner Falcone to adjourn the meeting at 5:47 p.m. Motion passed 4-0-0.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Kevin Beverly', with a stylized flourish at the end.

Kevin Beverly, Secretary