

Stonington Housing Authority
Edythe K. Richmond Homes Community Building
Regular Meeting
November 8, 2018
Minutes

CALL TO ORDER:

Chair Julie Savin called the regular meeting of the Stonington Housing Authority to order at 5:01 p.m.

ROLL CALL:

Those in attendance were Chair Julie Savin, Commissioner Kevin Beverly, Resident Commissioner Megan Falcone, Executive Director Phylcia Adams, and Becky Champlin. Commissioner Beth Leamon entered the meeting at 5:07. Vice Chair Kate Careb was absent.

MINUTES:

A motion was made by Resident Commissioner Falcone and seconded by Chair Savin to approve the minutes of the October 11, 2018 regular meeting. Motion passed 3-0-0.

READING OF THE TREASURER'S REPORT:

Chair Savin presented the Treasurer's report for October 31, 2018 showing a balance of \$44,949.89 in the Savings Institute checking account; \$3,470.83 in the Savings Institute Pet account; for a total in all Savings Institute accounts of \$48,420.72. A total of \$388,807.24 for savings and investments and \$101.16 in petty cash. The total of all savings and checking assets is \$437,329.12.

BILLS AND COMMUNICATIONS: None

MAINTENANCE AND ASSET MANAGEMENT REPORT:

1. On-going grounds work.
2. 3 window sash adjustments remaining.
3. Made wall repairs, and painted out the laundry room area and bathrooms.
4. Attended 2-day Housing Academy seminar in New Haven Oct 17th & 18th.
5. Cut down and removed leaning dead tree from the property.
6. Negotiated new contract with A&J Landscaping with cost savings of \$900 for 9-12" accumulations.
7. Concrete replacement was \$7,500; replaced 1 water heater and 1 refrigerator; Mystic Air Quality Assessment; replaced electrical panel for site lights.
8. Upcoming projects for November: Ready snow removal machines for snow season. Clear gutters and drains. Keep up with leaves and pine needle removal.

REPORT OF THE EXECUTIVE DIRECTOR:

Operations:

1. Received the Mystic Air Quality Assessment results. Four of the twelve units that were inspected had higher than average humidity levels, but no evidence of water intrusion.
2. Completed employee evaluations.
3. Partnered with Pine Point to decoratively paint our rain barrel.
4. Met with Judy Rondeau from Eastern CT Conservation District to create a pond maintenance plan.
5. Waitlist is still open.
 - Drafted an update to the Tenant Selection Policy that outlines the applicant screening criteria for credit history, landlord history, and criminal history.
 - Will implement Affirmative Fair Housing Marketing Plan and document efforts.
6. Becky completed CHFA annual compliance monitoring (Tenant Profile Submission Reports)
7. Drafted a RFP for Accounting Services.
8. Proposed changes to Personnel Policies: Include MLK Day and Veterans Day as paid holidays and increase earned vacation.

Financial:

1. Truck update: Approved for a small business loan at 5.99%.

Maintenance:

1. Electrical panel for site lights malfunctioned. Resulted in no site lights for 2 nights. Repaired by Brookside Electric.
2. Two heat pumps not working and scheduled to be replaced this month. Tenants in impacted units have 1 working wall mount and baseboard heat.

During ED Adam's report a lengthy discussion ensued regarding the bathroom fans and solutions that can be made to improve humidity levels.

Chair Savin asked for a motion to accept the revised vacation time for the employee manual.

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

REPORT OF THE RESIDENT COMMISSIONER:

Updates:

1. The Halloween Party Luncheon was much fun. 2 prizes were awarded for best costumes. Ruth Deveau 1st place & Vera Shaw 2nd place.
2. Phylcia held a resident meeting on November 1st in regards to resident activities.
3. Cynthia Gardiner from Human Services will be here on the 14th & 16th for Energy Assistance.

4. Fire Marshall Byron Stillman will be here on Nov. 15th at 1:00 to discuss Fire Prevention & Safety.
5. Christmas Party Invitations have gone out and due back with replies by November 20th. The event will be held on December 7th at 5:00pm.
6. There will be no more monthly movies held after this month due to low attendance.

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
- 10/31/18: Halloween Pot-Luck Luncheon

November Events:

- 11/1/18: Resident Meeting 1:00
- 11/13/18: 1:00 Movie: "Free State of Jones" w/ Matthew McConaughey
- 11/14/18 & 11/16/18: Energy Assistance & Susan Sedensky w/ PNC 1:00 on 11/14.
- 11/15/18: Resident November Birthdays & Fire Marshall Byron Stillman 1:00

OLD BUSINESS:

EKR Expansion Phase III: ED Adams stated Jim Bernardo came out this week to develop the survey and she is waiting on his response.

NEW BUSINESS:

2018 Holiday Party: The holiday party was discussed during ED Adam's report. It will be held on December 7th at 5:00 p.m.

Accounting RFP: As discussed in ED Adam's report.

Small Business Loan for truck: As discussed in ED Adam's report.

Chair Savin asked Board Members to set aside some time in January either before the regular meeting or directly following to do the Executive Director's 1 year evaluation.

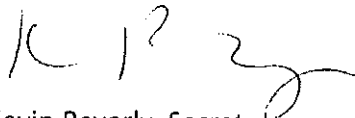
PUBLIC COMMENT:

Resident Louise Bray asked if it would be possible to receive text messages or emails reminding residents of upcoming events. ED Adam's stated she does send out weekly robo calls to remind residents of the upcoming week's events. She stated to Louise that she can opt in to receive text messages from the system she uses.

Resident David Perrin thanked the Board for his new bathroom sink.

ADJOURNMENT: A motion was made by Commissioner Leamon 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 'K Beverly', with a stylized flourish extending from the end.

Kevin Beverly, Secretary