

Stonington Housing Authority
Edythe K. Richmond Homes
Community Building
January 12, 2017
Minutes

CALL TO ORDER:

Vice Chair Julie Savin called the regular meeting of the Stonington Housing to order at 4:00 p.m.

ROLL CALL:

Those in attendance were Chairman Tom Hyland via telephone, Vice Chair Julie Savin, Commissioner Kate Careb, Resident Commissioner Janice Bogue, Executive Director Elaine Schmidt, and Becky Champlin. Commissioner Beth Leamon was absent.

MINUTES:

A motion was made by Vice Chair Savin and seconded by Chair Hyland to approve the minutes of the November 17, 2016 meeting. Motion passed 4-0-0.

READING OF THE TREASURER'S REPORT:

Commissioner Careb presented the Treasurer's report for December 31, 2016 showing a balance of \$3,212.00 in the Chelsea Groton Pet account, \$0.00 in the Citizen's checking account (account closed), \$4,861.36 in the Chelsea Groton Operating checking account, with a total in all Chelsea Groton accounts of \$8,073.36. With regard to savings and investments; a total of \$465,824.00 and \$158.03 in petty cash bring the grand total of all savings and checking assets to \$474,055.39.

BILLS AND COMMUNICATIONS: One communication was received by Chair Hyland. It reads as follows:

45 Sisk Drive
Bldg. #3 Apt. #2
Pawcatuck, CT
December 8, 2016

Dear Mr. Hyland,

As a tenant at Stonington Housing Authority, I was recently assigned to have my apartment (3-2) upgraded. The use of my electric meter concerned me, so on the day I was moved (Nov. 22), I read my electric meter (10208)* and again when I was moved back in (Dec. 2) (10385)*. The workers had used 177 kwh electricity during the 11 days that I had to be out of my apartment due to the Thanksgiving week schedule. Enclosed is documentation showing my usage to be 2.2 kwh per day or 69 kwh/mo. I have many electric bills showing this level of usage. During the 11 days in question, if I had been home I would have used 24 kwh as compared to 177 used by the workers. I request that SHA reimburse me for the difference (177-24): 153 kwh at the current rate of .52 cents per kwh. If you agree, I'd appreciate a check for \$79.56. Thank you, Anne Nardone

*(10208) 1 Resident & 1 Maintenance Worker (10385) were asked to "witness" these values taken at my electric meter. ~(Names available if required)~ (Readings: Example 12/7=10416 12/8=10418 2KWH)

Note also that at a Progress Meeting the ED stated that "there could be exceptions made if usage by the workers was a lot higher than a tenant's normal usage", since each tenant was originally expected to take care of the electricity used during their absence for updating. Thank you!

Discussion followed. Then approval was given.

REPORT OF THE EXECUTIVE DIRECTOR:

1. As of today 18 units are complete and the residents have moved back into their apartments. After this week we will be 1/3 complete. We are on schedule which is awesome. We have added Jason Manchester, who is local, as a part-time employee to assist Ron with Friday moves and snow removal. Ellen Brouillette and John Walton, a resident, continue to paint the apartments with Ron. The process is very constricted. Ron and helpers move the resident out on Friday so the contractor has the apartment available for 7:30 am on Monday when they come on site. The contractors work Monday through Thursday, 10 hours each day, and complete the unit by late Thursday. Ron and helpers start the interior painting as soon as the new floor is down in the bedroom and then paint the rest of the apartment except for the bathroom as the flooring is completed. The contractor is responsible for painting the bathroom as part of the contract. Once the bedroom flooring and painting are done, Ron starts to move the residents boxes back into the apartment. The furniture and possessions the residents take with them to their temporary apartment are moved back either late Thursday or Friday. Then the next 2 residents are moved to be ready for the contractor on Monday. Once completed, however, the apartments look like new. There have been minimal reports of any damage or breakage to residents' possessions considering the amount of work necessary to move 4 apartments every week. The contractor did not have the interior doors ordered. They needed to measure each unit since they are not consistently the same. It took an entire day for the door supplier, the architect and the contractor to measure each unit. Now, as the units are being done, the new interior doors are being installed. The contractor also had to go back into units that were completed except for the interior doors, measure and schedule to install them. It has been disruptive for the residents but we have received only a few complaints. Last week they installed 1 sample exterior door and storm door. It looks great but the doors are special order sizes. They wanted to install 1 before they ordered the remaining 59 doors. They plan to install sample window sashes this week, again, before ordering all the window sashes to assure they will fit the openings as measured by the supplier. To date, we are on schedule but with the recent snow, that could change. After next week buildings 11 and 12 will be complete. It has been difficult for the contractor, Ron and part-time staff to access and move residents due to the location of these buildings. We had researched renting storage containers for buildings 11 and 12 but the cost was prohibitive and they would not have been heated. Now, resident non-essential belongings are put in our garage, which is heated. Weekly

contractor meetings have been held on Thursdays at 3 PM. Then the architect and contractor inspect the apartments that have been completed for the week and a punch list is prepared. The quality of the work has been very good and the contractor has been very cooperative.

2. A CD at Savings Institute was expiring last week. When I contacted banks for rates, Savings Institute had the best rate. I rolled over the CD to 1.5% from its previous rate of .99% for 17 months.
3. We received the \$500,000 check from Eversource for Greater Stonington Realty Corporation on December 4th. We deposited the funds in GSRC checking at Chelsea Groton. Since the CDBG funds need to be expended first, I called the area banks and found a good rate of 1% for a money market account at Savings Institute. I have transferred \$450,000 into the money market account. I was investigating certificates of deposits but the Money Market rate was so much better and we can withdraw the funds at any time, if needed. Initially I was concerned if the funds would be FDIC insured since it was over the \$250,000 but my contact at Savings Institute stated that since there are 3 names on the account, the FDIC insured is at \$250,000 per person.
4. We opened the waiting list as of January 8, 2017 and advertised in both the Westerly Sun and the New London Day. Becky faxed notices to several agencies to post. We added some new agencies to our list. We have moved a couple residents to different units through the rehab and have a limited number of applicants on our present waiting list. We also have been told a couple residents will be moving in the future due to personal circumstances.
5. On January 6th Becky and a couple residents delivered to all residents the notice to begin preparing the documents needed to start the 2017 recertification process. The notice includes the information that is needed. Becky will begin scheduling residents next week.
6. As the construction schedule changes or is updated, we post notices on the Construction Bulletin board. We have also posted what cleaning products to use on the new fixtures and floors.
7. At a recent construction meeting, I spoke with the architect and contractor about the heat pumps and the issues we have had. The DEF representative said they have a division that specializes in installing and maintaining heat pumps. I expressed our concern with the costs we have experienced the last couple years. He said the lead person from DEF would come and inspect the heat pumps that we have had issues with and give us a report and recommendation. He stated that based on the costs we have incurred on a couple of heat pumps, we could have replaced the units for equal or less than what we have paid for service. I am going to arrange the inspection/meeting in the near future. They will charge us their hourly rate to do the review. I want to do a review before I investigate future funding requests.
8. Lantern Energy is waiting for the materials and anticipates they will be installing the community room lighting in early February. I asked DEF when they anticipate installing the flooring in the community room and they thought it would be sometime in March. We will need to do a lot of packing to get everything moved out but hopefully they will do it in stages.

9. CHFA advised we could not apply for HTCCP funds to expand the community building,

10. Maintenance Report

- Numerous work orders were handled during this period. Copies on file.
- Until the snow, I had been, as time permitted, cleaning site of leaves and any branches
- Grounds inspected daily and cleared of trash and debris.
Main entrances bordering private property checked and cleared of cigarette butts daily.
- Ongoing projects for winter 2017:
- Future projects are in support of renovations.

11. The following financial reports:

Cash Balances

Year to Date Budget vs Actual

Bank Reconciliations

Capital Improvements

We changed accounting services to Susan Gentile, owner of Computerized Financials. She spent one day and part of another day reviewing our accounts and our Quickbooks. Becky has prepared the financial reports for this month. It was a new process for Becky but she did a great job reconciling the accounts and preparing the reports. Susan has access to our system from her office so instead of her having to come to our office, she can respond to questions Becky or I have from her office. I have asked Susan to complete the December 31st quarterly report for CHFA.

REPORT OF THE RESIDENT COMMISSIONER:

November 16, 2016: A soup, salad, & bread lunch was served. Everyone enjoyed the luncheon. Residents and staff helped by cooking, setting up, cleaning up and donating money.

December 2, 2016: The annual Christmas party was held. An excellent catered dinner was served. The residents enjoyed the Stonington High School Chorus singing Christmas Carols. Set-up for the party was done by Vera S., Megan F., Joan D. and Barbara D. Clean up the next day was done by Ruth N., Irene M., Bruce P., and Vera S. Thank you to the Board and staff.

Residents have been playing games through the holidays. We have added a new game, Clue to our weekly regimen. Megan F. suggested we add this fun game. I am practicing at the new game and getting up to speed with it. Ruth N. and I will then teach others how to play. Weekly Scrabble is also ongoing.

Tom Piccolo was spotted shoveling snow. Thank you to him. Other residents helped uncover cars from the snow, including Ruth N. Thank you to them as well.

NEW BUSINESS:

Proposed Base Rent Increase: A letter regarding the Proposed Base Rent Increase to residents of EKR Homes was distributed on January 6, 2017. A formal discussion will ensue on this matter during next month's Board Meeting. A discussion was also held on a Draft letter to First Selectman Rob Simmons. ED Schmidt asked if any of the Commissioners had any comments on the letter requesting a reduction in the PILOT payment. The Board approved that the letter be sent.

OLD BUSINESS:

2016 HTCCP and 2015 CDBG Small Cities Grant Update: As discussed in ED Schmidt's report.

PUBLIC COMMENT:

Joan Driscoll spoke about her apartment being completed and how lovely it is. She expressed how beautiful, especially the 6-panel interior doors and how much they completed the look of the whole apartment. She expressed thanks to ED Schmidt and the Board.

Vice Chair Savin expressed sadness & condolences regarding the death of a resident this week.

ED Schmidt spoke on the installation of the interior lighting in the EKR Community room being installed on Friday, January 13, 2017, much earlier than the original time-frame of early February.

ED Schmidt expressed to the Board how hard Ron has been working during the renovations. She stated that Fridays are his busiest days as he has to move 2 residents back into their completed apartments and move 2 residents out of their apartments to be renovated first thing on Monday morning.

ADJOURNMENT: A motion was made by Commissioner Bogue and Seconded by Commissioner Careb to adjourn the meeting at 4:33 p.m. Motion passed 4-0-0.

Respectfully submitted,



Kathleen Careb, Secretary