

Stonington Housing Authority
Edythe K. Richmond Homes Community Building
Regular Meeting
April 11, 2019
Minutes

CALL TO ORDER:

Chair Julie Savin called the regular meeting of the Stonington Housing Authority to order at 4:33 p.m.

ROLL CALL:

Those in attendance were Chair Julie Savin, Commissioner Beth Leamon, Resident Commissioner Megan Falcone, Executive Director Phylcia Adams, and Becky Champlin. Vice Chair Kate Careb entered the meeting at 4:49 p.m. Commissioner Kevin Beverly was absent.

MINUTES:

A motion was made by Commissioner Leamon and seconded by Resident Commissioner Falcone to approve the minutes of the March 14, 2019 regular meeting. Motion passed 3-0-0.

READING OF THE TREASURER'S REPORT:

Commissioner Leamon presented the Treasurer's report as of March 31, 2019 showing a balance of \$33,139.76 in the Savings Institute checking account; \$3,271.53 in the Savings Institute Pet account; for a total in all Savings Institute accounts of \$36,411.29. A total of \$391,049.62 for savings and investments and \$198.24 in petty cash. The total of all savings and checking assets is \$427,659.15.

BILLS AND COMMUNICATIONS: None

MAINTENANCE AND ASSET MANAGEMENT REPORT:

- Two snow events, clearing and salting sidewalks, etc.
 - Exterior lighting inspection/Repair, 12 bldgs. completed
 - Gutter/Drain cleanouts, 6 bldgs. completed.
 - Conducted Pre-Inspections (CHFA) on 6 apartments.
 - Upcoming projects for April: Lawn and landscaping, inspections with new CHFA Asset Manager, sidewalk repair, power washing (weather permitting), roof staining/moss removal treatment, veggie beds, CR floor repair.
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REPORT OF THE EXECUTIVE DIRECTOR:

Operations:

1. Connecticut Housing Finance Authority assigned SHA a new asset manager, Liz Chasse. The previous asset manager retired. Liz will come to SHA on April 22 to assess the units, finances, and policies.
2. Megan F. and Debbie L. met to discuss options for designated on-site smoking areas.
3. SHA is working collaboratively with Stonington Arms and PACE RI to host an event for Elder Abuse Day on June 14th.

Financial:

1. Becky completed resident re-certifications. Gross Potential Income (GPI) decreased by 9.75%, partially due to residents' increased out of pocket medical expenses. In 2018, medical deductions totaled \$80,757; in 2019 they totaled \$105,105.
2. Completed grant application to Pfizer Connecticut Labs; requested \$10,000 in funding for Resident Service Coordinator.
3. Completed grant application to Women's Club of Mystic; requested \$300 to support the resident raised garden beds.

Maintenance:

1. Uniform Physical Condition Standards Inspection is scheduled to take place on May 7th and 8th. All units will be inspected in accordance with HUD standards. Residents already received notices.
2. The window for unit 12-6 was delivered and the repair was completed on 4/1/19. The total project cost is \$3,999.

EKR Phase III Expansion

1. A community meeting regarding the expansion project was held on Tuesday, March 19, 2019, at 5:30 pm.

ED Adams elaborated on the fact that as of now we do not state funding to move forward with the expansion project due to the fact the Governor has pulled funding for creating more affordable housing.

REPORT OF THE RESIDENT COMMISSIONER:

Updates: On March 20th a group of 15 residents, which included staff, went to Kelley's Deli for lunch. They had a long table set up for all of us. Everyone had a great time and the food was awesome.

On March 21st we held the March resident birthdays in the EKR hall. A special birthday wish to Anne Nardone who turned 90 on March 4th. Anne also donated a singing dancing toy bear, given to her by Irene Moore, which sings "Happy Birthday" for us to use each month for resident birthdays.

On March 22nd a Master Gardener came to meet with a small group of residents who will participate in the planting of flowers & vegetables in the spring. Everyone is looking forward to warm weather, colorful flowers, and healthy fresh vegetables & herbs.

March Events:

- 3/20/19: Kelley's Deli Lunch Outing
- 3/21/19: March Resident Birthdays
- 3/22/19: Master Gardener Meeting

April Events:

- 4/6/19: Coffee & Conversation with Kate Rotella
- 4/18/19: Resident April Birthdays 1:00pm
- 4/30/19: Presentation from Blue Cross/Blue Shield 10:30am

OLD BUSINESS:

- EKR Expansion Phase III: Chair Savin stated this is on hold pending future funding rounds.
- Tenant Selection Plan: ED Adams stated this plan is updated and that the previous plan didn't specify which crimes we would screen out for people who apply to live here. She stated that this plan lays out the specifics. Adams stated CHFA gives the Housing Authority permission to decide how we will place people on the waitlist and one way is the lottery system which we use. Commissioner Leamon made a motion to approve the Tenant Selection Plan and Resident Commissioner Falcone seconded the motion. Motion passed 3-0-0.
- Smoke-Free Housing Policy: ED Adams stated Megan & Debbie are working on some ideas where we can place on-site designated smoking areas. Resident Debora Lee presented to the Board in great detail two areas the smokers would like to see placed on the property. She said she spoke to many of the neighbors in regards to where the areas would be located. Adams stated she feels the request is reasonable. Vice Chair Careb stated it seems like a reasonable accommodation to her as long as we're within the regulations that the Housing Authority is faced with. She said if it meets the needs of those who smoke and is not infringing on any of those who do not smoke then it sounds reasonable. She said if we approve the designated smoking areas, we could reassess it in a year and decide if we need to make changes. Further discussion continued and Chair Savin tabled the request and asked that it be put on next month's Agenda for a vote.

NEW BUSINESS:

- CHFA Site Visit:
 1. Bad Debt Write Off Procedure – A discussion ensued regarding this policy. Chair Savin asked for a motion to accept the Bad Debt Write Off Procedure as presented by ED Adams.
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Commissioner Leamon made the motion and Commissioner Careb seconded the motion. Motion passed 4-0-0.

2. Conflict of Interest Policy – ED Adams stated this policy was adopted in 2015 and she made no changes to this policy.

3. Master Key Policy – Chair Savin asked for a motion to accept the Master Key Policy as presented by ED Adams. Commissioner Careb made the motion and Resident Commissioner Falcone seconded the motion. Motion passed 4-0-0. Later on in the meeting, this vote was rescinded and a future vote will be emailed with a revised policy to add additional keyholders to the policy.

4. Affirmative Fair Housing Marketing Plan – ED Adams stated she wanted to make the Board aware that whenever we open the waitlist we try to market to the broadest audience possible and this is just a list of agencies that we contact when the list is open.

PUBLIC COMMENT:

ED Adams stated this is National Volunteer week and thanked the Board for volunteering their time and dedication to being on the Board of Commissioners for SHA.

Resident Ruth Nolder stated to the Board to be aware that when Elaine was the ED she gave her master keys to distribute to the Stonington Police Dept., Westerly Ambulance, and the Pawcatuck Fire Dept. and to know that those keys are still out there to these organizations.

Ruth also asked what SHA is doing about residents who continue to smoke in their apartments and that she is continuing to document with times and dates when people are doing this. She gives these to Phylcia and asked the Board if she should continue to do so. Chair Savin said absolutely.

Resident Louise Bray asked if those residents who smoke can be asked as part of their lease agreement to smoke in the designated areas only so they don't back out into the streets. Chair Savin said we will have to amend the leases if we do put in designated areas. A discussion ensued as to how it should be added to the lease or lease addendum in regards to smoking on the property. Commissioner Leamon stated she wants it stated somewhere that we have designated smoking areas and the reason we have these is so they don't smoke in the public areas adjacent to our property. Chair Savin asked ED Adams that this gets added to the Addendum.

Commissioner Careb asked how we are proceeding with residents who are continuing to smoke in their apartments. ED Adams stated that they do get a lease violation notice. She also stated according to HUD that residents have to have three lease violation notices in a lease year in order to be served a KAPA notice.

One neighbor asked how we notify area neighbors as to when we have neighborhood meetings because she had no knowledge of the meeting that was held in March. Commissioner Careb stated we will post Special Meetings in a Public Notice in both the Westerly Sun and New London Day from now on. Commissioner Leamon also said neighbors can let Phylcia or Becky know if they wanted to be on a mailing list by giving their addresses so we can send out a letter informing them of any Special Meetings as well.

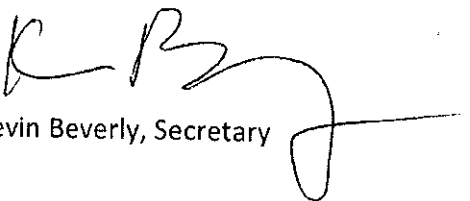
Neighbor Susan Jones asked if the fundraising is continuing for the expansion through GSRC. Chair Savin said the expansion would continue if the Governor puts the money back in the budget. Jones

also asked for notification once we apply for permits to expand. Chair Savin stated we are required to notify the public when we go to planning and zoning and it will be in the newspaper as well.

Jones also asked how the tenant selection policy affects current residents and whether it is only for new tenants coming in. ED Adams stated we always do a criminal background and credit check on all incoming residents prior to moving in.

ADJOURNMENT: A motion was made by Commissioner Leamon and seconded by Resident Commissioner Falcone to adjourn the meeting at 5:17 p.m. Motion passed 4-0-0.

Respectfully submitted,


Kevin Beverly, Secretary