

Stonington Housing Authority
Edythe K. Richmond Homes
Community Building
March 16, 2017
Minutes

CALL TO ORDER:

Vice Chair Julie Savin called the Special Meeting of the Stonington Housing to order at 4:05 p.m.

ROLL CALL:

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

MINUTES:

A motion was made by Vice Chair Savin and seconded by Commissioner Careb to approve the minutes of the January 12, 2017 meeting. Motion passed 3-0-0.

READING OF THE TREASURER'S REPORT:

Vice Chair Savin presented the Treasurer's report for February 28, 2017 showing a balance of \$3,212.00 in the Chelsea Groton Pet account, \$5,616.67 in the Chelsea Groton Operating checking account, \$13,531.07 in the Chelsea Groton Money Market account, with a total in all Chelsea Groton accounts of \$22,359.74. With regard to savings and investments; a total of \$453,040.61 and \$170.70 in petty cash bring the grand total of all savings and checking assets to \$475,571.05.

BILLS AND COMMUNICATIONS: None

REPORT OF THE EXECUTIVE DIRECTOR:

1. We received approval from CHFA for our 2017 Management Plan/Budget. With the new financial system, GAAP financing, and having a new accountant, the process was very time consuming. Thanks to Susan Gentile, our new accountant, and Becky Champlin for gathering the required documents to complete the process. In addition, CHFA approved our rent increase and the elimination of a maximum rent.
2. As of this Friday we will have 41 units completed and the residents have moved back into their apartments, at 68% complete. The windows are being installed on the units as they are being rehabbed. The new primary and storm doors (with the glass on top) will begin installation in 2 weeks. We continue to be on or ahead of schedule. Ron and helpers have consistently met the demands of their arduous weekly schedule. The residents are all so happy when they return to their apartments even though they then have to unpack. We've had some minor resident property damage but considering Ron and Jason are not professional movers, damage has been at a minimum.
3. I revised the construction schedule changes and posted the latest this week.

4. Since we opened the waiting list on January 8, 2017 we have received 12 applications. We will need to do a temporary waiting list since we have one vacant unit that needs to be filled. We have a new resident moving in mid-February for the other vacant unit we have.
5. Becky has completed 29 re-certifications to date and has residents coming in on a regular basis with their financial information.
6. At our construction meeting on Thursday I will provide DEF with a list of apartments that have an issue with the heat pumps so we can arrange for their technician to come and provide us with a report.
7. Lantern Energy replaced the fixtures in the community room with dimmable fixtures but only replaced the bulbs in the office area and not the 2 fixtures in my office or near the mailboxes. I emailed them and am waiting for a response since this is not what was promised. I will provide an update when received.
8. We held a resident meeting on Friday, February 3rd. Approximately 25 residents attended. I provided a construction update and then asked for suggestions for activities to apply for the CHFA Resident Services grant. I also asked for recommendations on other improvements to the site or community building for the CHFA Small Projects Grant. Becky took notes and has a list compiled from the resident comments. I am waiting for DEF to provide a price to replace the 2 entry doors into the community building and then I can compile a list of other improvements that can be done in order to secure the \$20,000 grant.
9. We received a check from the Rhode Island Foundation for \$340.00 for our July 4th 2016 picnic reimbursement.
10. I am working on a draft Succession Plan which I anticipate to have available before the next meeting. I contacted CHFA and other Executive Directors and no one was aware of any housing authority with a plan. I have done some research online and am working with that information.
11. The following financial reports:
 - Cash Balances
 - Year to Date Budget vs Actual
 - Bank Reconciliations
 - Capital Improvements

REPORT OF THE RESIDENT COMMISSIONER: No report due to her absence

NEW BUSINESS:

Proposed Base Rent Increase: CHFA approved the base rent increase as well as the elimination of a maximum rent.

Resolution 2017-1 Increase the Base Rent:

RESOLUTION 2017-1

WHEREAS, the Stonington Housing Authority ("SHA") operates a State Elderly Housing Program known as the Edythe K. Richmond Homes. The property is located at 45 Sisk Drive in Pawcatuck (Stonington) CT and consists of 60 units.

WHEREAS, this property received oversight through Connecticut Housing Finance Authority (CHFA);

WHEREAS, SHA seeks to implement a base rent increase for existing residents via written request to CHFA; current minimum base rent is \$197.00 for Buildings 1 through 12 and \$227.00 for Buildings 14 through 17. SHA would like to increase the minimum base rent through a 2 year phase in to \$223.00 for Buildings 1 through 12 and \$253.00 for Buildings 14 through 17.

WHEREAS, once approved by the Commissioners and subsequently CHFA, residents shall be properly notified and allowed a period to provide comments; CHFA holds the ultimate responsibility of approving any increases and the maximum allowable percentage of increase;

BE IT RESOLVED, that the Board of Commissioners of the SHA authorizes the Executive Director to put forth a formal request to CHFA to implement an increase in the minimum base rent for existing residents at the Edythe K. Richmond Homes to be effective May 1, 2017.

Chair Hyland made a motion to accept Resolution 2017-1. Commissioner Careb seconded the motion. Motion passed 3-0-0.

Resolution 2017-2 To Eliminate Maximum Rent:

RESOLUTION 2017-2

WHEREAS, the Stonington Housing Authority ("SHA") operates a State Elderly Housing Program known as the Edythe K. Richmond Homes. The property is located at 45 Sisk Drive in Pawcatuck (Stonington) CT and consists of 60 units.

WHEREAS, this property received oversight through Connecticut Housing Finance Authority (CHFA);

WHEREAS, SHA seeks to eliminate any cap on rents via written request to CHFA; current rent cap (\$900.00) is not properly authorized. SHA has phased in the maximum rent cap to minimize impact on residents. We would like to eliminate the rent cap at this time.

WHEREAS, once approved by the Commissioners and subsequently CHFA, residents shall be properly notified and allowed a period to provide comments; CHFA holds the ultimate responsibility of approving any increases and the maximum allowable percentage of increase;

BE IT RESOLVED, that the Board of Commissioners of the SHA authorizes the Executive Director to put forth a formal request to CHFA to eliminate the rent cap for the Edythe K. Richmond Homes to be effective May 1, 2017.

Commissioner Careb made a motion to accept Resolution 2017-2. Chair Hyland seconded the motion. Motion passed 3-0-0.

OLD BUSINESS:

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

PUBLIC COMMENT:

Joan Driscoll mentioned she called the police dept. as a result of two men, claiming to be from Eversource that knocked on her door asking to see her electric bill. Police said it was a scam. The police were able to track them down. Vice Chair Savin will follow up with the Stonington Police Dept.

Barbara Delbene brought up her concern that the medicine cabinet mirrors are being installed too high up on the wall over the pedestal sinks and that it is difficult, especially for shorter people, to see in the mirror. Chair Savin suggested to Becky Champlin to ask Ron Normand to speak to the contractors about lowering them.

ADJOURNMENT: A motion was made by Vice Chair Savin and Seconded by Commissioner Careb to adjourn the meeting at 4:30 p.m. Motion passed 3-0-0.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Kathleen Careb', with a long, sweeping horizontal line extending to the right.

Kathleen Careb, Secretary