

Stonington Housing Authority
Edythe K. Richmond Homes
Community Building
September 14, 2017
Minutes

CALL TO ORDER:

Chairman Thomas Hyland called the regular meeting of the Stonington Housing to order at 4:02 p.m.

ROLL CALL:

Those in attendance were Chairman Thomas Hyland, Vice Chair Julie Savin, Resident Commissioner Janice Bogue, Ron Normand and Becky Champlin. Commissioner Kate Careb arrived at 4:04 p.m. Commissioner Beth Leamon arrived at 4:07 p.m.

MINUTES:

A motion was made by Chair Hyland and seconded by Commissioner Careb to approve the minutes of the August 10, 2017 meeting. Motion passed 3-0-1.

READING OF THE TREASURER'S REPORT:

Vice Chair Savin presented the Treasurer's report for August 31, 2017 showing a balance of \$3,012.00 in the Chelsea Groton Pet account, \$23,566.84 in the Chelsea Groton Operating checking account, \$13,544.71 in the Chelsea Groton Money Market account, with a total in all Chelsea Groton accounts of \$40,123.55. With regard to savings and investments; a total of \$455,015.43 and \$42.30 in petty cash bring the grand total of all savings and checking assets to \$495,181.28.

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

To Members of the Board of Edythe K. Richmond

In the past year we have had many highs & lows with the renovations & our director Elaine having to leave because of health problems.

Through this our staff, Becky and Ron, have had to handle many situations themselves. We seniors are not always as patient as we should be, but somehow Ron & Becky would try to resolve our problems.

Becky being in the office all the time, has had to deal with each resident first hand. Becky has tried to solve each problem quickly & graciously. Our paperwork is always on time & bulletins posted without delay. She is so efficient.

Becky and Ron have made our social activities a lot of fun & will do whatever we want. Thanks you two.

I, for one, have a great deal of respect for them & know many residents feel the same.

Thank you, Joan Driscoll

I have sealed this envelope & handed it to Becky.

After the letter was read out loud by Chair Hyland, Joan also commented on Julie Savin being tremendously supportive as the Interim Executive Director. Joan thanked Julie and the Board.

REPORT OF THE INTERIM EXECUTIVE DIRECTOR:

1. We lost one resident since we last met. Terrance Donovan. His family had a nice reception in the community room and SHA residents appreciated the opportunity to express their sympathies to the family.
2. High School volunteers: We have agreed to offer 10 hours each to two Stonington High School volunteers who have elected SHA as the place to complete the community service requirement as part of their curriculum. They began on 9/12/17 and expect to work with Bob on mostly landscaping two hours per day for the week.
3. The next SHA Holiday party will be held on December 8, 2017 at 5pm. Details to follow.
4. We have one vacancy and it is scheduled to be leased up October 1, 2017. We are reviewing the few applications received and approved since opening the waitlist.
5. Process is on-going for the Executive Director position. It is expected that some final decisions will be made by the end of September.
6. With Janice Bogue's term expiring in November, we are gearing up for a Resident Commissioner election to occur in the month of October. Good luck to those considering throwing in their hat! Procedures and timelines will be posted shortly.
7. CHFA is now permitting (and recommending) small housing authorities to collect security deposits with new lease ups. We will commence this new procedure immediately. In a review of the process, we also realized that SHA does not collect an application fee. SHA can spend up to \$25 per applicant on background check, credit check, certified mail, supplies and staff time to process each single member household, many of which are denied for a variety of reasons. SHA will collect \$25 per application for single person household and \$40 for a two-person household. This is very much in line with most rental complexes.
8. Community building exterior doors: Ron is overseeing the issuance of an RFP for the replacement of both exterior doors and automatic openers.
9. We have identified the need for 4 more cameras on the campus in areas determined to be out of the current surveillance area. Ron had the company come and provide a proposal.
10. Preparing for the winter: Ron and I are working through winter/snow removal preparedness update and shall have it finalized and posted by Friday 9/12/17.
11. We are taking steps to trim back trees near buildings 16 and 17. Ron is reaching out to neighbors in cases where the trees are actually located off SHA property but pose a threat to SHA buildings. I reached out to the town tree warden, Daniel Oliverio for guidance.
12. We are working with the RI Foundation to reimburse SHA for the 4th of July Picnic.

Upon discussion of Interim Director Savin's report a motion was made by Chair Hyland and seconded by Commissioner Leamon to collect a security deposit for all new applicants and to amend the lease. Security deposits would be equal to one month's rent. Motion passed 5-0-0.

A motion was made by Chair Hyland and seconded by Commissioner Careb to create a policy to charge applicants a reasonable application fee for background/credit which SHA incurs as well as fees for certified mailings. The application fee may be waived at the discretion of the Executive Director. Motion passed 5-0-0.

A motion was made by Chair Hyland and seconded by Commissioner Careb for the expenditure in the amount of \$4,000.00 for the purchase of four more security cameras in areas of the property that are not sufficiently covered. Motion passed 5-0-0.

Commissioner Leamon stated the need for an updated policy on Emergency Preparedness in the event of any major storms. Chair Hyland asked Interim Executive Director Savin to look into other housing authorities' policies on storm preparedness and what residents can expect from the housing authority in the event of a major storm.

Interim Executive Director Savin stated she has reached out to the Town of Stonington's Tree Warden in regards to obtaining some advice on certain trees on SHA property. As of yet she has not heard back from him. A tree arborist may need to be contacted in the near future as well.

REPORT OF THE RESIDENT COMMISSIONER:

1. We had games last month. It would be nice if more people could take advantage of all the different games we have.
2. August 31st we had the annual Labor Day picnic. Sorry I missed it. Thank you to all the people who helped and came to visit and enjoy themselves.

NEW BUSINESS:

Executive Director Position: As discussed in the Interim Executive Director's report.

Resident Commissioner Position: As discussed during the Interim Executive Director's report.

Application Fees/Security Deposits: As discussed during the Interim Executive Director's report.

Storm Preparedness/Tree Trimming: As discussed during the Interim Executive Director's report.

Student Volunteers: As discussed during the Interim Executive Director's report.

Annual Holiday Party: As discussed during the Interim Executive Director's report. Interim Executive Director Savin also added that she has contacted the same caterer that we had in 2016, Coastal Gourmet. She stated she will also contact the Stonington High School Chorus again for the singing of Christmas carols.

OLD BUSINESS:

Labor Day Picnic: As stated in the Resident Commissioner's report.

PUBLIC COMMENT:

Resident Ruth Nolder stated she would be happy to supply the current Emergency Preparedness plan that has already been created.

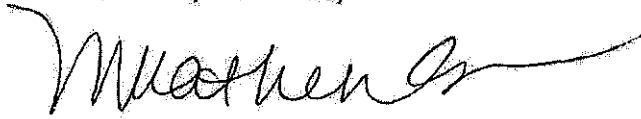
Chair Hyland made a motion to go into Executive Session at 4:49 p.m. Commissioner Leamon seconded the motion. Motion passed 5-0-0.

EXECUTIVE SESSION: Executive Director Position

Chair Hyland made a motion to come out of Executive Session at 5:47 p.m. Commissioner Careb seconded the motion. Motion passed 5-0-0.

ADJOURNMENT: A motion was made by Chair Hyland and Seconded by Vice Chair Savin to adjourn the meeting at 5:47 p.m. Motion passed 5-0-0.

Respectfully submitted,

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

Kathleen Careb, Secretary