

Stonington Housing Authority
Zoom Online Regular Meeting
June 10, 2021
Minutes

CALL TO ORDER:

Chair Kate Careb called the regular meeting of the Stonington Housing Authority to order at 4:32 p.m.

ROLL CALL:

Those in attendance were Chair Kate Careb, Commissioner Kevin Beverly, Resident Commissioner Debora Lee, Executive Director Phylcia Adams, and Becky Champlin. Vice-Chair Julie Savin and Commissioner Beth Leamon were absent.

MINUTES:

A motion was made by Commissioner Beverly and seconded by Resident Commissioner Lee to approve the minutes of the April 8, 2021 and the May 13, 2021 regular meetings. Motion passed 3-0-0.

READING OF THE TREASURER'S REPORT:

ED Phylcia Adams presented the Treasurer's report as of May 31, 2021, showing a balance of \$40,480.83 in the Berkshire Bank checking account; \$3,627.07 in the Berkshire Bank Pet Deposit account; for total cash operations in all Berkshire accounts of \$44,107.90. A total of \$335,393.42 for savings and investments and \$171.87 in petty cash. The total of all savings and checking assets is \$379,673.19.

BILLS AND COMMUNICATIONS: None

MAINTENANCE AND ASSET MANAGEMENT REPORT:

- Assisted Homestead Heating and Cooling with heat pump annual maintenance.
- Returned CR to pre-pandemic setup.
- Sanitized the Community Building daily.
- Conducted three re-inspections.
- Positioned new outdoor benches on the property.
- Upcoming projects for June: Work on annual inspection punch-list, landscaping, power washing, and install locking hasps on outdoor utility closets.

REPORT OF THE EXECUTIVE DIRECTOR:

Operations:

1. The vaccination clinics were a success for the residents and the broader community. We were able to get 72 people fully vaccinated.
2. Submitted annual report compliance documents to CHFA. These reports provide updates to CHFA about any changes to the board composition and a written statement on the performance of the property.
3. Prepared and submitted Quarterly Financial Reports to CHFA.
4. Submitted the renewal paperwork for the commercial property and liability insurance, which renews July 1.
5. Closed out the Housing Tax Credit Contribution Program grant.
6. Through collaboration with the Eastern CT Community Garden Association, I was introduced to the director of Levo International. Their organization will install a solar-powered hydroponic garden in our community in June.
7. We have agreed to be a worksite for the Summer Youth Employment & Education Program. The Workforce Investment board pays their wages and provides insurance for the worksite.

Financial:

1. The property is 100% occupied.
2. Residents have been asked for feedback regarding interest in automatic rent payments. This will allow rent to be automatically deducted from an account at an agreed on date every month. 35 residents responded to a survey; 18 residents expressed interest and 17 residents would not want the service.

Maintenance:

1. The annual apartment inspections are complete. The annual mini-split maintenance is complete. Ron drafted a summary of repairs that he will make. Our residents make this process very easy. Thanks to everyone for taking care of their homes and reporting small maintenance issues before they become big maintenance problems!
2. A landscaping company planted 3 trees on the premises to replace trees that have been cut down.

REPORT OF THE RESIDENT COMMISSIONER:

Bread Day continues to be on Thursday at 9:30am.

On May 13, residents planted in the Community Garden seeds for basil, radishes, snap peas. Red onion bulbs were also planted.

May 19, residents enjoyed Lunch on Us. We have partnered with Ivy's Simply Homemade to provide a free soup and 1/2 sandwich to our residents in March, April and May. For May, lunch was provided for 41 residents.

On May 26, residents planted flowers in the pots, window boxes and ground outside the Community Room.

Community Garden Update: All vegetables are planted. The watering schedule still has a few time slots to fill. If you would like to volunteer to water, please let staff or Debbie Lee know you would like to help.

I would like to thank everyone who helped plant flowers and vegetables.

May Events:

- 5/6/21: Lunch on Us Sign-Up Deadline
- 5/13/21: Community Garden Meeting at 1:30pm (Debbie Lee/Residents)
- 5/19/21: Lunch on Us: 11:00am (Residents pick up in the Community Room)

June Events:

- 6/3/21: Plant vegetables in the Community garden (Rain date: 6/4)

OLD BUSINESS:

- COVID-19 Response
 - Measures for safely re-opening: ED Adams stated we are starting to re-open: Laundry scheduling has been adjusted for scheduled times as well as free times. The Community Room is now open until 9:00pm. Cable has been restored in the Community Room and The Day newspaper is once again being delivered. Capacity in the Community Room is currently limited to 16 people at a time. People who have not been vaccinated are still required to wear facemasks when in the Community Building.

NEW BUSINESS:

- Rent Increase: ED Adams proposed a 5% rent increase for base rents to go into effect on May 1, 2022. Chair Careb stated a vote would be taken on the proposed increase at next month's meeting.

PUBLIC COMMENT:

Chair Careb thanked Phylicia and staff for putting together the successful vaccine clinic. She stated she would like to have a re-opening event at Edythe K. in July.

Resident Joan Driscoll thanked Stonington Housing for the 3 Lunch on Us deliveries over the past 3 months.

ADJOURNMENT: A motion was made by Commissioner Beverly and seconded by Chair Careb to adjourn the meeting at 4:52 p.m. Motion passed 3 -0-0.

Respectfully submitted,

Kevin Beverly
kevin beverly (Aug 15, 2021 21:00 EDT)

Kevin Beverly, Secretary