

Stonington Housing Authority  
Zoom Online Regular Meeting  
August 13, 2020  
Minutes

CALL TO ORDER:

Chair Kate Careb called the regular meeting of the Stonington Housing Authority to order at 4:31 p.m.

ROLL CALL:

Those in attendance were Chair Kate Careb, Vice Chair Julie Savin, Commissioner Kevin Beverly, Resident Commissioner Debora Lee, Executive Director Phylcia Adams, and Becky Champlin. Commissioner Beth Leamon arrived at 4:38 p.m.

MINUTES:

A motion was made by Commissioner Beverly and seconded by Vice Chair Savin to approve the minutes of the July 16, 2020 Special Meeting. Motion passed 4-0-0.

READING OF THE TREASURER'S REPORT:

ED Adams presented the Treasurer's report as of June 30, 2020, showing a balance of \$32,860.96 in the Berkshire Bank checking account; \$3,625.32 in the Berkshire Bank Pet Deposit account; for total cash operations in all Berkshire accounts of \$36,486.28. A total of \$315,639.48 for savings and investments and \$180.92 in petty cash. The total of all savings and checking assets is \$352,306.68.

BILLS AND COMMUNICATIONS: One written communication was received from an Edythe K. resident, but not signed. It reads as follows:

1. Electric – Some of us did not know that you and Eversource agreed to close our (SHA) heat baseboard. What about bathroom? We need heat in bathroom for shower. We pay our own electric bill as Eversource. Leave it alone!! – you help Eversource, not for us! That is wrong!
2. Did you announce us about the office renovation during the board mtg? Some of us did not know about that. How much was the renovation for the office? \*must let all of us know anything the announcement!
3. Go back the old issue – about the storages for us??
4. Eye sores for me/us – What do you do with trailer, it parks at Bldg 15-17. Take it out! It has been hanging there since Jan 2020 until now Aug 2020 – 8 months so far.
- 5A. Emergency – Open community center! Due to storm – some senior citizens are afraid of dark – use generator!
- 5B. Kitchen - open! Because some of tenants read the newspapers, watch TV, drink coffee. \*We are not children! We are not stupid. We know how to take care of. \*We have to wear face masks everyday.
- 5C. Laundry – Open 7 days a week.

5D. You might have Ron or Dade or hire the cleaning to keep the community ctr w/ disinfecting, spray, wipes everyday – not 1x wk or month.

6. Not fair! Dade – Not wearing his face mask entering the community ctr, NO ONE IS THERE BUT HIS GERMS IS spreading out and going through the entire community ctr! You demand us to wear the face mask as well as you post it up on the door. \*Recommend you to order the hand sanitizer stand or on the wall.

7. Ron ordered some tenants to leave their own apt. while he works in there in their apts. That's wrong! Renter/tenant has their rights to stay in their own apt. That's law!

The Board of Directors addressed each item as follows:

1. The board agreed to assess the baseboard heaters.
2. ED Adams stated we talked about the office renovations at several board meetings and it is in the meeting minutes which are always posted on the bulletin board.
3. ED Adams stated that the storage areas are one of those wish list items. The board agreed that all health and safety issues take priority.
4. The board agreed that the trailer needs to be moved as soon as the light fixture project is complete.
5. The board agreed that the community spaces will continue to be closed for health and safety reasons and the laundry room will continue to have limited access.
6. The board agreed that all staff will continue to follow health and safety guidelines.
7. The board agreed that if a resident doesn't want to leave their apartment then Ron can ask them to leave that room he is working in.

#### MAINTENANCE AND ASSET MANAGEMENT REPORT:

- Sanitized the Community Building 2-3 times daily.
- Helped set up outside for bread deliveries on Thursdays.
- Helped set up for outside music event.
- Worked with Dade to clean up around 2<sup>nd</sup> drainage/pond area.
- Renovated apartment 9-4.
- Assisted Yankee Remodeler with office security door/service window project.
- Assigned tasks for our temporary volunteer (Miguel).
- Assisted with sidewalk upgrade pre-bid walk through.
- Started 4-4 renovation.
- Upcoming projects for August: Assist with sidewalk upgrade planning & preparation. Due to the current pandemic, emergencies aside, maintenance activities will focus on and be limited to mostly outdoor needs.

## REPORT OF THE EXECUTIVE DIRECTOR:

### Operations:

1. We have partnered with the Yellow Farmhouse to deliver fresh vegetables to the community on Thursdays until September 3<sup>rd</sup>. We've received potatoes, carrots, eggplants, and kale.
2. Census-takers have been onsite to get information from residents. Staff has assisted census takers with getting the information that they need.

### Financial:

1. The audit is 2018-2019 audit is still in progress.
2. It is time to begin drafting the 2021 budget for board approval. Although vacancy has been higher than usual, as of July 31, 2020, our income and expenses have closely aligned with the budget.
3. Berkshire Bank CD matured on 8/8. Interest rates are low.

### Maintenance:

1. Conducted a pre-bid walk-through with two contractors for the sidewalk replacement project that is funded through the Housing Tax Credit Program. Sidewalks will be replaced from building 17 to building 8 to eliminated trip hazards.

## REPORT OF THE RESIDENT COMMISSIONER:

On Wednesday, July 4, Ted Leamon came and played his guitar outside for the residents. We had a late arrival and Ted played again for the residents. It's was a beautiful day and everyone had a great time. EKR provided refreshments for the event.

We continue to have bread distribution on Thursday between 8:30am-10:00am bread distribution is outside of the community room to comply with Covid-19 safety. After 10:00am the bread is left outside for residents to access during the day. Hand sanitizer is on the table with a note requesting residents to use hand sanitizer before touching the bread. Tables are sanitized, masks are worn and gloves/hand sanitizer is used. I also bring masks and give them to residents that need another mask.

Thursday, July 30, was our first distribution of fresh picked vegetables purchased from The Yellow Farmhouse with grant money. Vegetables are delivered at approximately 11:30am. We stay about 1.5 hours. If you can't make it on Thursday, we will be distributing vegetables on Friday at 9:30am.

The community garden is growing nicely. We still need volunteers to water the garden on Wednesday. If you would like to volunteer, the sign up sheet is on the bulletin board in the community room. Feel free to pick vegetables and herbs. Hand sanitizer is on the table and masks are worn.

OLD BUSINESS:

- COVID-19 Response: After a lengthy decision in regards to keeping the doors open to the community room until 5:00p.m., a decision was made to open the laundry on Sundays. Commissioner Leamon said this is not the time to let our guard down. The doors will still remain open until 5:00p.m.

NEW BUSINESS:

- Berkshire Bank CD: ED Adams stated the Berkshire CD matured on August 8<sup>th</sup>. Rates were discussed to renew with Berkshire. The Board asked Adams to research more rates with other banks as well.

PUBLIC COMMENT:

Resident Commissioner Lee spoke on behalf of resident Diane Willis who is concerned because she is on an oxygen tank. In the event of a power outage, she is worried about not being able to come to community room because it is closed. Chair Careb stated in this sort of event we would have to consider temporarily opening the community room or utilizing community shelters. Vice Chair Savin stated there should be some type of plan in place for staff to manage social distancing & cleaning in the community room in this situation. ED Adams also reminded the Board that Human Services has a Special Needs Registry that residents can fill out so in the event of an emergency the police and fire department will make sure those people will get to a safe place.

Resident Paula Briggs asked how long it would take to investigate about the bathroom heat situation. Chair Careb explained that they will be exploring their options even before the lighting project is completed. Residents stated the bathrooms are cold even in the summertime. Careb assured everyone that they will get to the bottom of this as quickly as possible.

ADJOURNMENT: A motion was made by Vice Chair Savin and seconded by Commissioner Beverly to adjourn the meeting at 5:39 p.m. Motion passed 5-0-0.

Respectfully submitted,

Kevin Beverly  
Kevin Beverly (Sep 19, 2020 11:13 EDT)

Kevin Beverly, Secretary