

Stonington Housing Authority  
Edythe K. Richmond Homes  
Community Building  
September 10, 2015  
Minutes

**CALL TO ORDER:**

Chair Thomas Hyland called the regular meeting of the Stonington Housing to order at 4:05 p.m.

**ROLL CALL:**

Those in attendance were Chair Hyland, Commissioners Julie Savin, Janice Bogue, Kate Careb, Beth Leamon, Executive Director Elaine Schmidt, Becky Champlin.

**MINUTES:**

A motion was made by Commissioner Julie Savin and seconded by Commissioner Janice Bogue to approve the minutes with minor revisions as noted by Chair Hyland of the August 13, 2015 meeting. Motion passed unanimously 5-0-0.

**READING OF THE TREASURER'S REPORT:**

Vice Chair Julie Savin presented the Treasurer's report for August 31, 2015 showing a balance of \$2,311.00 in the Citizen's Pet account, a restricted cash special deposit of \$500.00 and \$20,928.18 in the citizen's checking accounts, with a total in all Citizen's checking accounts of \$21,428.18. With regard to savings and investments; a total of \$446,804.70, \$200.37 in petty cash bring the GRAND TOTAL of all savings and checking assets to \$470,744.25. A suggestion was made to move \$50,000 from the Charter Oak Jumbo Money Market into a CD to increase the interest on the funds. Elaine said she would look into moving the funds.

**BILLS AND COMMUNICATIONS:** None

**REPORT OF THE EXECUTIVE DIRECTOR:**

1. Larry Wagner met with the Town, First Selectman Crouse and Jim Sullivan, to review the contracts documents, the grant process and procedures related to the CDBG Small Cities Grant. Larry met with myself, Lasse Aspelin, Architect and David Wert, Designer to review the timeline, specification due dates, reviewed the work that was to be included which will consist of six panel front entry primary doors and rear storm doors, new windows and hardware (not the frames), flooring, bathroom fixtures, replacement of interior bamboo doors, bathroom and kitchen exhaust fans and insulation between dividing apartments walls. We also asked that painting of the apartments be added as an add alternate, however Larry suggested we keep the add alternates to a minimum, if possible. We discussed the working hours that need to be included in the specifications and I advised I was meeting with the residents the following week and would get a consensus at that time. I would also be reviewing the proposed work and ask for suggestions. The Architect plans to have the plans and specifications complete by September 18<sup>th</sup> and we will have time to review them and be out to bid before October 1<sup>st</sup>. Larry anticipates the contracts will be signed by the State in early October so we can be out to bid and ready to sign contracts by November. Hopefully construction will begin by early 2016 or sooner.

2. We held our Labor Day picnic on September 3<sup>rd</sup> in the Community Room. Twenty four residents attended. SHA supplied the hot dogs and hamburgers and the residents donated a wonderful pot luck selection or gave a small amount of cash which I used to purchase the soda etc. The food was delicious and the residents had a great time. I asked Helen Ursini to come and work for a few hours and help with grilling, setting up the buffet and clean up along with Becky and Ruth Nolder. I had a meeting so I couldn't be here early to help. I did the grocery shopping and of course, baked beans. Becky made a delicious tortellini salad.
3. After the Labor Day picnic, we held a meeting with the residents to review the CDBG Small Cities Grant. I reviewed the proposed work mentioned above and asked if there were issues that were not addressed. The residents felt the front storm doors while only installed about 5 years ago were cheap and they didn't look good and had issues with the latching. I asked the Architect to include this as an add alternate. The residents asked that the showers have a seat in them and grab bars, LED lighting, an alternate for regular tub/shower unit, ½ louvred doors on the closet doors for better circulation and insulation in the bump out below the bay window in the kitchen. I reviewed all of these with the Architect and all but the ½ louvred doors will be included. He stated they were very expensive and had planned to have a ¾" air space at the bottom of the closet doors to allow air flow and reduce the mold issue. The residents also were interested in a vanity cabinet but this had been discouraged by both Larry Wagner and the Architect since it is necessary to include a HUD specified unit that is expensive and the cabinet would be so small. The Architect stated he planned on a sink that would have flat space around the sink for residents to put items on. I asked the Architect to send a cut sheet on the sink so we could display it on the bulletin board for residents to see. We also discussed working hours. The residents understood that the work needed to be done and they would be inconvenienced some days and thought 7:30 to 4 was OK. We, also talked about relocation and that no one would be displaced overnight. They would need to leave the apartment during the day but be able to return at the end of the day. The work will need to be done in phases, especially for the flooring and bathrooms. The Architect said we would be able to get the toilet and sink back into the unit at the end of the day but they would be without a tub or new shower for a couple days. The residents will be responsible to pack up their nick knacks and we would arrange for volunteers for those that couldn't do it themselves. The contractor would be responsible for moving the furniture out and back into place. I also advised that I would leave a copy of the plans and specifications out in the community room so they could review them and I would be sending regular memos out with updated information and timeframes for work to be done. I did this at the end of the previous grant when I was hired. The residents are just so excited to have work done and get updated. There were a lot of happy smiles today.
4. I received a bid to replace the flooring in the community building with the vinyl plank flooring that we will be using in the apartments along with new bathroom fixtures and exhaust fans. The quote was less than the \$25,000 that we can apply for through the CHFA Small Projects funds. I asked the residents at our meeting what other items they would suggest and they thought new lighting. I will ask the contractor to add this to his quote and submit the application to CHFA as soon as possible.
5. Becky has been taking on more of the duties previously done by Sharon Drago and this is directly reflected in Sharon's invoice. Last month we paid Sharon \$525 and this month her invoice was \$275. Becky is very organized and has instituted some wonderful systems to streamline the payment and rent collection process.
6. We received the Advance Directive booklets that were ordered. I have emailed Commissioner Leamon to request an available date to come in and describe what an advance directive is

and what they should be filling out. This will be a good fall project.

7. We have scheduled our Fall Flu Clinic with VNA for October 7<sup>th</sup> 3:00-4:00 PM. The VNA provides a flyer for us to post in the community building. The residents appreciate the convenience of this service.
8. I contacted Protective Services for 2 residents who are no longer able to live independently. They were arranging for a case worker to meet with both residents this week and suggested if we had an issue with either resident where we had other residents contact us because of their actions then to call the Police. I had to do that for one of the residents. Hopefully they will be appropriately housed in the near future. We are very concerned with their well-being.
9. We had an unfortunate accident where a resident leaned on her bathroom sink getting into the tub and the sink fell off the wall and pinned her against the tub. The medics were called and while she didn't break any bones, she was badly bruised. We were able to get a company in to fix the sink that day since Chuck was out sick that day. The grab bar that the resident had requested in June was installed the following week.
10. We served 4 residents with KAPA notices for violation of the Smoke Free Lease Addendum # 2. All four residents; 3 were smokers and 1 was a guest of a resident have met with me and have agreed not to smoke on the property. I have advised all four residents that should they be documented as smoking again on the property, we will move for an eviction. I am preparing letters which will provide documentation.
11. I ordered new signs that I am attaching a copy of the photo for Smoke Free Property. They are being mounted this week.
12. Chuck Roberts is no longer employed by the Stonington Housing Authority. I was able to hire as an interim maintenance person, Charles Waterman who retired from Groton Housing Authority on August 31<sup>st</sup> and started at SHA on September 3<sup>rd</sup>. Charlie will assist until a permanent maintenance person has been hired.
13. Chair Hyland, Commissioner Bogue and I attended the ConnNAHRO annual conference. As always it was informative but also an opportunity to network and see what other housing authorities are doing.

#### REPORT OF THE RESIDENT COMMISSIONER:

- Tuesday: Bingo Ongoing
- Thursday 8/20/15: 1:00 PM Birthday cake for August followed by 1<sup>st</sup> Netflix series "Grace & Frankie".
- Thursday 8/27/15: 2<sup>nd</sup> viewing of "Grace & Frankie" series.
- Thursday 9/3/15: Labor Day picnic 12:00 PM. We had 24 residents in attendance. Many residents and staff helped and contributed with food, money, and time. It was a lively, lovely time.

Meeting with Elaine and residents about the draft following the picnic. It was a very positive meeting. Elaine explained what would be included and asked for input. People made suggestions to be included, if possible, within the scope of the project.

Elaine explained that there may be some days residents would have to be out of their apartment while it was worked on but they would be able to return for the evening. Nobody will be displaced overnight, however, they may be without a shower for one or two days.

- Monday 8/31/2015 & Tuesday 9/1/2015: I attended Conn-NAHRO convention. Seminars I took included redevelopment, energy efficiency improvements, commissioners training, procurement training, skills for complex or difficult interactions, and our role, responsibilities and ethics as commissioners. I want to thank SHA Board and ED Elaine Schmidt for this opportunity.

#### NEW BUSINESS:

- 2015 CDBG Small Cities Grant: Elaine spoke of the project being out to bid by early October. Construction to hopefully begin by the beginning of January 2016. Elaine stated they will start with new windows and doors. She showed a sample of the flooring that will be installed in the units. Commissioner Savin stated she has had a good relation with Eversource on her project and would provide a name for contact.
- Elaine will apply for a CHFA Small Projects grant to install new flooring, cabinets and counter-tops in the community center. In addition, the grant will include new fixtures and flooring in the bathrooms as well as new LED lighting.
- Commissioner Savin asked about a plan for upcoming snow removal. Elaine said she is in the process of getting prices. Commissioner Leamon suggested we contact Davis Standard and ask who they use. It was also discussed to contact the Town to see who they used. Commissioner Savin suggested we do an RFP for snow removal and salting and it was discussed either by a fee for the season or by storm.
- Ruth Nolder, as former Commissioner, and Mary Kelley established an emergency management plan. Ruth will forward the plan to Elaine for distribution to the commissioners.
- Commissioner Leamon has also agreed to volunteer her time to meet with residents to complete Advance Directives. A date of Friday October 9, 2015 at 12:00 PM has been established.

#### OLD BUSINESS

- ED Elaine Schmidt brought up the ongoing preparations for the holiday dinner. Commissioners Careb and Savin volunteered to get prices.

#### PUBLIC COMMENT

- Joan Driscoll thanked the Board for their interest in SHA and all of the positive comments regarding the construction phase.
- Barbara Delbene asked about accommodating the shut-ins for the Advance Directives.

#### ADJOURNMENT

A motion was made by Commissioner Bogue and seconded by Commissioner Leamon to adjourn the meeting at 4:38 p.m. The motion carried 5-0-0.

Respectfully submitted,



Kate Careb, Secretary