

**STONINGTON HOUSING AUTHORITY
EDYTHE K. RICHMOND HOMES
COMMUNITY BUILDING
JANUARY 14, 2014
MINUTES**

CALL TO ORDER:

Jim Kelley called the regular meeting of the Stonington Housing Authority to order at 4:09 p.m.

ATTENDANCE:

Those in attendance were Commissioners Jim Kelley, Tom Hyland, Julie Savin and Ruth Nolder. Also attending Elaine Schmidt, Sharon Drago, Chuck Roberts, Cindy Faucher, Kevin McMillan with Mahoney & Sabol, Carol Umphlett-Social Services Administrator for the Town of Stonington, and various residents.

MINUTES:

Commissioner Savin moved that the reading of the minutes of the regular commission meeting held on November 12, 2013 as well as the minutes from the special meetings held on November 1, 2013 and November 19, 2013 be waived and accepted as posted on the town's website; Commissioner Nolder seconded the motion. Motion passed, 4-0-0.

READING OF THE TREASURER'S REPORT:

Julie Savin presented the Treasurer's report for years end showing a balance in checking of \$61.38, \$200.00 in petty cash, and savings and investment accounts totaling \$531,228.75.

BILLS AND COMMUNICATIONS: None

REPORT OF THE ACCOUNTANT: Sharon indicated that reports forthcoming will be presented in budget to actual format; making it easier to track monthly expenditures to budget figures. Also, month to month variances will be documented and numbers may change slightly due to working with the auditors.

REPORT OF THE EXECUTIVE DIRECTOR:

Elaine Schmidt reported the following activity:

1. We are now fully staffed. Chuck Roberts, Maintenance Technician started full-time on December 1, 2013 and Cindy Faucher, Office Assistant started on December 10, 2013. In addition we hired Sharon Drago as the new bookkeeper. We are making progress daily.
2. The extreme cold and weather conditions have kept Chuck very busy and working some very long hours and weekends in order to maintain the sidewalks and parking lots. Chuck has had a helper on a couple of the storms to assist with cleaning the site. In addition, one of the residents in Building 11 is keeping a supply of the calcium chloride just in case the area refreezes. Commissioner Nolder also distributed the Building Captains "phone tree" list with Chuck's cell phone number so if a resident reports to one of the Captains of any health and safety issue, they can contact Chuck directly to expedite the process.
3. In the month of December forty-five (45) work orders were written and completed. Many included multiple requests. This included 15 plumbing and heating which included the replacement of a hot water heater, 20 electrical, 5 carpentry and 5 stoves. In addition, Chuck cleaned all the gutters, serviced the two snow blowers, the Cub Cadet tractor, the leaf blower and the chain saw which all have since received extensive use. He has restocked the inventory as needed, assisted the CL&P contractor who completed installing the final 9 fixtures and worked extensively with 2 residents who have had mold issues. So far it appears the mold has been eliminated.
4. Cindy has been working with Sharon to review all tenant account receivables prior to finalizing our year end accounts.

5. Sharon has prepared the monthly reports for December. We are including a new report which we both feel is very important for the Board to review; it is the approved budget with monthly actual income and expenses. This will be added to the monthly financial reports.
6. Cindy and I met with Carol Umphlett to review all programs eligible to residents of SHA depending on income. Since we will be starting the re-certification process soon, we will be able, depending on their income, to refer residents to services they may not be aware of.
7. Next week we will be sending to all residents, applications for continued occupancy to be completed and returned to the office prior to February 15th. We are going to start the re-certification process in late February with new rent effective May 1, 2014.
8. A Comcast representative met with the residents after Chair Kelley signed the contract. I met with our representatives and the plan will start February 1st.
9. The stoves were delivered on November 21st. Chairman Kelley inquired as to how many we purchased. ED Schmidt advised 42 purchased. However, once the residents started using the stoves it was confirmed there were issues with the stoves to include overheating and inconsistent temperature. Residents are concerned about possible fire hazards. Keith's Appliance has been in touch with the manufacturer, Avanti. If issues are not resolved, Keith's Appliance said they would replace the stoves with GE stoves, however, the cost difference is approximately \$100 per stove. Commissioner Savin felt that with the business that was given to them we should not incur any additional expense. The Board felt it was very important we follow-up immediately and get the situation rectified.
10. The contract for the railing project was signed on December 24th and we are waiting for Mattern Construction, Inc. to have a bond put in place for the work to begin.
11. DEF Services has completed the installation of the automatic doors and window to the community building. The residents are enjoying the ease of opening the doors, especially those who use walkers or have laundry to transport.
12. Ray Perrin who has been opening and closing our community building for some time has decided his health prohibits him from continuing. He's a great resident and we all feel very privileged to have Ray as part of the SHA community. Ken Lanphere is a new resident in 2013 and has agreed to take on the position.
13. We will be meeting with another architect for additional pricing with respect to the small cities grant application. We are also meeting with a contractor to obtain pricing information on a security system for the campus.
14. Smoking Cessation classes finished just before the holidays. We have 8 smokers that will be contacted to see if they have ceased smoking or anticipate finding alternative housing.
15. I contacted the First Selectman on what process is necessary to have the Fellows Street paper street in front of Buildings 15, 16 and 17 become part of the SHA campus. A letter is being written requesting the parking lot be put into our name.
16. In 2013, we had 8 unit turnovers which is 13% of the units. At the end of January we have 5 vacancies. The waiting list will be opened next week.
17. In January, Commissioner Nolder, Cindy and I met with the residents to review the events which took place during 2013 and planned new activities for 2014. At this meeting, I also explained how we were going to do the recertification process beginning in February. Commissioner Nolder also updated the group on the Emergency Preparedness Plan and distributed an updated list of the phone captains.
18. Chair Kelley signed a contract for a \$5,000 Resident Participation Grant that was awarded to us by CHFA. The monies will be used for raised garden beds and resident activities to include funding the annual holiday dinner, Netflix movies and the like.
19. We received our year end Class Money Market report. It appears we are part of a consortium with other towns. The interest rate is very low yielding \$2.22 for 6 months. Chairman Kelley requested we research to see whether or not it is mandatory we participate in this, and if not, move the money to a higher yielding account. This will be researched and reported back next month.
20. Chairman Kelley thanked Elaine for her report.

REPORT OF THE TENANT COMMISSIONER:

1. Our Outreach Volunteers donated the food and prepared Thanksgiving Dinner for ten of our residents. We deeply appreciate our volunteers for caring so much for our community.
2. Eight residents assisted with the trimming of our Christmas tree and the decorating of the Community Center. Thank you so much for your help.
3. On December 6th we gathered for our annual Holiday Dinner catered by Guytano's Restaurant. Cub Scouts and Girl Scouts from Pawcatuck sang to our guests and residents at the Community Center. The scouts delivered meals and sang to the residents who were unable to attend. The Stonington High School Chorus treated us with the singing of Christmas Carols. This year we included a "Sing A-Long". Everyone had a wonderful time! Our thanks to the Board for this awesome celebration.
4. Another troop of Girl Scouts came just before Christmas. They brought cookies and sang Christmas Carols as they strolled from apartment to apartment. They had a wonderful time and we really enjoyed their singing.
5. I assisted Chuck with the emptying of refrigerators and stoves as we traded out the old ones for the new ones. We greatly appreciate the new appliances.
6. We've implemented our Emergency Plan several times during the inclement weather. We've made an adjustment to speed up the process, starting both at the beginning and the middle of the list and the last person on the list calls me to confirm they have in fact received the information.

UNFINISHED BUSINESS:

1. By-laws have been forwarded to our Pro Bono Attorney for review and update.
2. Commissioner Nolder referenced the towns' emergency plan and FEMA's in developing the Emergency Preparedness Plan for the SHA. The plan is subject to input from the Board and it does not include a process for responding to a lock-down situation. We thank Mary Kelley for her assistance in inputting the information in a power point format. Chair Kelley ask for it to put on the agenda for the next meeting for final approval from the Board.
3. Audit underway – Kevin McMillan reported that the audit is on track to be finished by the end of January 2014.
4. Status of grant request components – building, security system, and rehab – Mentioned previously in the Executive Director's Report.

NEW BUSINESS:

1. Strategic Planning – The Board discussed the options of a short term versus a long term plan. Commissioner Savin will find the name and contact information for DWD Associates. The ED will contact Dauwer Associates. The Chair will then make a proposal for a future meeting.
2. Title of SHA Property – This was mentioned in the Director's Report – follow up will take place.
3. Banking – Chair Kelley expressed his concern that he was the only signor listed on SHA savings accounts. Commissioner Savin strongly urged that the Executive Director be put on both checking and savings accounts. Discussion ensued and a motion was made by Commissioner Hyland and seconded by Chair Kelley to add Commissioners Julie Savin and Tom Hyland. A vote was taken and failed 1-3-0. Discussion continued and a second motion was made by Commissioner Hyland and seconded by Commissioner Savin to put the Executive Director's name on the checking and savings account in addition to Chairman Kelley and add Commissioners Hyland and Savin. The motion passed 3-0-1 (Chair Kelley abstained).
4. Commissioner Hyland brought to the Board his desire to have grant funds in the Affordable Housing Committee account moved to SHA. Discussion ensued and a motion was made by Commissioner Savin and seconded by Commissioner Nolder to table the topic until the next meeting. Motion passed 3-0-1 (Commissioner Hyland abstained).

ADJOURNMENT:

Commissioner Hyland made the motion and Commissioner Nolder seconded the motion to adjourn the meeting at 5:00 p.m. Motion passed 4-0-0.

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read "Thomas J. Hyland".

Thomas J. Hyland
Secretary