

**STONINGTON HOUSING AUTHORITY  
EDYTHE K. RICHMOND HOMES  
COMMUNITY BUILDING  
MARCH 11, 2014  
MINUTES**

**CALL TO ORDER:**

Jim Kelley called the regular meeting of the Stonington Housing Authority to order at 4:03 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, Ken Kron with Mahoney & Sabol, and eleven (11) residents.

**MINUTES:**

Commissioner Hyland made a motion to waive the reading of the minutes of the regular commission meeting held on January 14, 2013 as they are posted both in the Community Room and also on the town's website. Commissioner Savin seconded the motion and the motion passed, 4-0-0. Commissioner Savin made a motion and Commissioner Nolder seconded the motion to approve the minutes as written. The 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 \$9,298.45, \$172.76 in petty cash, and savings and investment accounts of \$530,036.45 with total assets of \$540,499.66.

**BILLS AND COMMUNICATIONS:** None

**REPORT OF THE EXECUTIVE DIRECTOR:**

Elaine Schmidt reported the following activity:

1. Due to the abundance of snow this winter, Chuck has been extremely busy removing snow and salting walkways and parking lots. In addition, Chuck has removed the existing flooring in an apartment that was vacated and is almost finished installing the new floor. We had two apartments which were vacated and left completely furnished and are being emptied. Once they are cleaned out they will be readied for occupancy. In January, Chuck had 55 work orders plus the testing of 28 defective stoves and related repeated issues. In February, he had 34 work orders plus the assisting of the new stove switch out. Two residents spoke to the wonderful job Chuck had done with the snow removal over a very long and snowy winter. Much Appreciation!!!!
2. We presently have 7 vacancies, however 1 apartment is spoken for by our #1 applicant on our new waiting list. The list was reopened on February 1<sup>st</sup> and will be closed on May 1<sup>st</sup>. We submitted public notices to both the Westerly Sun and New London Day. We also provided notices to all the social service agencies in our Fair Housing Marketing Plan. After receiving 25 applicants, a police and credit check was done for each of the applicants. Of the 25 applicants, 13 applicants were credit and criminal history eligible. On February 27, Carol Umphlett came to the office and pulled the 13 names for the new lottery pool. We anticipate filling all the vacancies by the end of the month. We are also sending letters to those whose credit and criminal history are of concern and allow them the opportunity to have a hearing on their status. The 2014 income limits have been published and have decreased to \$44,750 for 1 person and \$51,150 for 2 people from \$45,100 for 1 person and \$41,550 for 2 people in 2013.
3. The railing project on Buildings 11 and 12 is 99% complete. The contractor has to install the flex seal on the concrete decks on a warmer day. They have removed all their equipment being stored in a vacant apartment.

4. The new stoves were delivered on February 18<sup>th</sup> and the residents are thrilled! Of course the delivery was done during another snowy day but Keith's Appliance staff was wonderful and completed all the installations in one day.
5. Comcast has started the changeover to new service. Luther Shoulz, our Comcast contact, has advised all residents will receive a free month of extended basic service or an equal credit to those who have additional services.
6. CHFA has confirmed the \$5,000 resident grant is approved. This grant will cover the cost of the new raised garden beds and plantings as well as various resident events and the Holiday Party.
7. Sharon and I met with Andy Sacco, VP for Government Banking at Citizens. The Class Money Market Account is presently earning .01% interest. Citizens has a Daily Liquid Money Market Account that yields .15% which isn't the best, but is considerably better. We will contact Class and do the paperwork to prepare to move it upon your approval
8. I contacted Leo Dauwer Associates on the strategic plan but their company is geared more to Commission training. I emailed Conn-NAHRO and CHFA to see if they have a list of strategic planning firms. I re-emailed Conn-NAHRO and they are sending a list.
9. Cindy and I will begin the annual re-certifications. We will begin with Building 1 and proceed through until all residents are done. We will be complete by the end of April. We distributed a list to all residents to assist in their preparation for the recertification. Each resident is being given an appointment to come in with their financial information. Cindy will re-certify and I will verify for accuracy, then each resident will sign and receive a copy of their new rent effective May 1, 2014.
10. We have asked for resident participation in a LOGO contest. We will bring all designs to you to be reviewed.
11. I have been working on the CDBG Small Cities Grant application. We received one price from an architect but did not feel comfortable with the pricing. I thought it was too high at \$24,498. I asked two other architects to submit proposals, one that Larry Wagner referred (\$37,900) and another that I had previously dealt with (\$35,750). The contract was signed with Lasse Aspelin Architect by Chair Kelley. Larry Wagner suggested I have the vinyl tile and mastic tested for asbestos in one of the apartments. I contacted Mystic Air Quality and they have tested and found no asbestos materials in the floor tiles or mastic. I also attended the Grant Proposal Workshop at Department of Housing on January 29<sup>th</sup> with John Phetteplace from the Town. This is a prerequisite that the Town be represented. We have gathered 25 resident letters of support in addition to letters from Commissioners, Social Services, Senior Social Services, Town Sanitarian, TVCCA and are still awaiting letters of support from other Social Services and Town agencies. The Town has also gathered letters of support for the grant application. I revised the Fair Housing Marketing Plan for the grant and submitted it to DOH for approval but was advised by DOH, even though the form says it needs DOH approval, that CHFA needed to approve it. We have taken extensive pictures of apartment floors that are in disrepair, toilets and sinks with rusting pipes, and the community room and offices as examples of present conditions. The east side of the community building is in wetlands and on March 6<sup>th</sup> the Inland Wetlands and Watercourses Commission approved our request for Administrative Approval for the addition. There will be a public hearing tomorrow for the review and approval of the 2014 CDBG Small Cities Grant application.

#### **REPORT OF THE TENANT COMMISSIONER:**

1. On January 28, 2014 thirty one residents gathered in the Community Center to cheer as First Selectman Ed Haberek presented Letters of Recognition from the Town of Stonington to Jean Cahill and Ray Perrin for their many years of service to Edythe K. Richmond Homes.
2. On February 14, 2014 twenty-three residents and guests celebrated Valentine's Day with a special afternoon tea with cocktail sandwiches and cupcakes. Selectwoman Glee McAnaly joined us for this lively celebration.

3. After many hours of research and input from tenured residents, I compiled institutional memory information for each of the sixty individual units. The database includes a record of when each unit received maintenance updates for items such as roof replacement, water heater replacement, stoves, refrigerators, cabinets, etc. This information was very helpful in determining cost analysis for the closet doors we're requesting in the new grant we're applying for from the State of Connecticut. It will also provide valuable information for the maintenance section of a Five-to-Ten Year Strategic Plan.
4. My thanks to Mary Kelley for her assistance in putting the Emergency Preparedness Plan into a PowerPoint Presentation. The Plan is ready for the Board of Commissioners' review.

**UNFINISHED BUSINESS:**

1. Status of Disaster Plan – Ruth presented the final draft of the disaster plan with a recommendation to include an introductory page and to follow up with a review of the Fall River Disaster Plan. Chair thanked Mary Kelley for her assistance with the process.
2. Status of Grant Request Components – Chair Kelley spoke of his concern for getting the most for the money and wanted to be sure the estimate of \$3,000 was a fair price for replacing toilets and sinks. ED Schmidt spoke about how important it is to have good quality fixtures, etc. that will last longer.
3. Strategic Planning – Short and Long Term. Commissioner Savin provided information to each Commissioner regarding Mike Burns of BWB Solutions and advised he would be available on April 8th. The topic was tabled pending review of the information received.
4. Title of SHA Property – Clarification – Letter to Town. This was tabled and will be put on future agenda.
5. Audit Report Presentation – EXECUTIVE SESSION  
Commissioner Hyland made a motion which was seconded by Commissioner Savin to move to Executive Session. Motion passed 4-0-0.  
Commissioner Hyland made a motion which was seconded by Commissioner Nolder to leave Executive Session. Motion passed 4-0-0.

**ADJOURNMENT:**

Commissioner Hyland made the motion and Commissioner Savin seconded the motion to adjourn the meeting at 5:15 p.m. Motion passed 4-0-0.

Respectfully Submitted,



Thomas J. Hyland  
Secretary