

**STONINGTON HOUSING AUTHORITY
EDYTHE K. RICHMOND HOMES
COMMUNITY BUILDING
SEPTEMBER 9, 2014
MINUTES**

CALL TO ORDER

Chairman Jim Kelley called the regular meeting of the Stonington Housing Authority to order at 4:01 p.m.

ATTENDANCE:

Those in attendance were Commissioners Jim Kelley, Tom Hyland and Julie Savin, Executive Director Elaine Schmidt, Cindy Faucher, Chuck Roberts and six residents.

MINUTES:

Commissioner Hyland made a motion to waive the reading of the August 12, 2014 meeting 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 3-0-0.

Commissioner Hyland made a motion to accept the minutes of the August 12, 2014 minutes as posted. Commissioner Savin seconded the motion and the motion passed, 3-0-0.

READING OF THE TREASURER'S REPORT:

Commissioner Savin presented the Treasurer's Report for August 31, 2014 showing a balance of \$1,803.00 in the Pet Account, \$915.31 in the Citizen's Checking Account, \$502,019.07 in Savings and Investment Accounts, \$135.42 in Petty Cash with a GRAND TOTAL of all Savings and Checking assets of \$504,872.80.

BILLS AND COMMUNICATIONS:

At Resident Robert Stillman's request, Executive Director Elaine Schmidt read the police report regarding the harassment complaint of then Commissioner Nolder involving resident Robert Stillman that took place on May 27, 2014. Ms. Schmidt made it clear that up until now, no names had been made public as to the individuals involved, but as she was requested by the resident to bring this into a public forum, it is now being disclosed to the public. Mr. Stillman stated he was not found to be an agitator and wants a letter of apology. Chairman Kelley feels a complaint was made and it stands as such. Commissioner Savin commented that the Executive Director acted appropriately and all commissioners agreed.

Chairman Kelley addressed the issue of the meeting schedule for next year. After discussion among the commissioners, it was agreed to leave the monthly meeting as it now stands, the second Tuesday of the month at 4:00 p.m. in the Community Room at the Edythe K. Richmond Homes.

REPORT OF THE DIRECTOR:

1. CHFA executed the Resident Program Fund agreement and sent the check for \$4,776.82 which includes the purchase of the new television and related equipment for the community room and the new gas grill. I tried to find a better price for the Weber gas grill but it appears Weber fixes their price. I spoke with a sales person at Lowe's and they suggested we email the manager and ask for a 10% discount but did not hear back. In the meantime I contacted Paul's TV in Groton and received a quote for everything at a considerable savings from the other sources mentioned. At this time I'm going to place the order with Paul's TV which will allow me to apply the remaining funds toward a new computer for the residents.

2. I received the proposals for the Architects and Engineers on the expansion of the additional 15 units at our EKR site. The proposals were as follows:

Engineers:

Winthrop Group, Ed Wenke			\$51,600
DiCesare Bentley	Surveys & Studies	\$6,490.00	
	Site Plan & Permit Appl.	\$13,150	
	Miscellaneous	<u>\$2,500</u>	\$22,140
Fuss & O'Neill	No Proposal		

Architects:

Bernard J. Lombardi	Schematic Design	\$11,000	
	Design Development	\$18,900	
	Construction Documents	\$18,900	
	Bid Negotiations	\$4,000	
	Construction Administration	<u>\$22,500</u>	\$75,300
Lasse Aspelin	Drawings, renderings,		
	Meetings, Reports,	\$18,000	
	After Grant Approved	\$15,000	
	Mileage, Prints, Const. Docs	<u>\$1,640</u>	\$34,640
Paul Bailey	Schematic Design & Zoning	\$9,000	
	90% Construction Docs	\$51,000	
	100% Construction Docs	\$5,500	
	Bidding	\$4,000	
	Construction Administration	<u>\$20,000</u>	\$89,500

Since there is such a dramatic difference between the proposals, I met with Andy Rizzo and he recommended that as long as we got all the information from Lasse Aspelin, he would recommend using them as the architect and use DiCesare as the engineer. We would also utilize Andy Rizzo's construction management services throughout the process.

3. Chair Kelley, Commissioner Hyland and I attended the ConnNAHRO conference at Mohegan Conference Center. There were several sessions that were very beneficial.

4. I attended the CHFA and DOH presentation on the new Consolidated Application. This application will be used for a majority of the funding programs.
5. The cameras were installed a few weeks ago, however, we found the wiring was left exposed along the roof. The installer had difficulty getting into the attic areas due to the insulation that didn't allow easy access. Instead of placing the wiring along the end cap, it was run across the shingles that was not very appealing. Also, the cameras need to be adjusted to have a vertical view as we are now tilting our heads sideways to see the cameras. Several of the cameras are not connected to our office yet so we're not very happy with the project as of this time. They have made promises to come to remedy the issues but continue to reschedule. In follow-up, a meeting today brought to light the issue of the attics not being accessible due to insulation and firewalls so he will attempt to conceal the wires as much as possible.
6. We contacted 2 companies for the smokers' alarms. The first company quoted \$25,190. The other company quoted \$2,927. Because we need additional equipment due to distances, the price for 6 alarms will be \$3,497. We have the agreements ready that Attorney Estep provided.
7. The election of a new Resident Commissioner is in process. The election is scheduled for September 17th. We have two residents nominated, Janice Bogue and Debora Lee. Carol Umphlett will count the votes at 4 PM on September 17th.
8. I received the attached letter from Attorney Londregan on the Fellows St. Ext. transfer. I contacted the surveyor that has recently done our survey and requested he survey this portion of the property so I can provide it to the Town's Attorney.
9. Sharon Drago and I will begin working on the 2015 Management Plan that is due October 31st. We will have a report ready for next month's meeting for review.
10. I am revisiting the application for the \$25,000 CHFA Small Improvement Program since we did not get the CDBG Small Cities Grant. I am creating a survey for residents and asking them to prioritize their needs. We will then evaluate the needs and see what can be done with the \$25,000 application.
11. I have asked for proposals from 3 other computer companies for the computer equipment outlined by I-M Technologies along with services. I-M services appear to be very expensive. We also are required, by State regulations, to have a minimum of 3 written proposals for any work or purchase above \$2,000.
12. We have an environmental company testing for mold on a ceiling in an apartment in Building 11 on September 5th. Since it appears to be more than 10 square feet that the mold exists, we need to have the test results prior to getting prices from abatement contractors. Commissioner Savin emphasized the need to get to the base of the mold which, in her experience, can only be done by removing the dry wall until you no longer see any mold, then spray with bleach and water. She also emphasized the importance of lifestyle in these situations. Commissioner Hyland

recommended we wait for the report from the firm who came and tested the mold. At that time we can determine which approach to take.

13. The unit that was vacated on July 15th was rented as of August 15th. We have another vacant unit, due to the passing of a resident. That unit will be rented as of October 1st.
14. Attached is the proposed Resident Participation Plan. This is based on a template supplied by CHFA. The Plan is required to be adopted prior to submitting any application to either CHFA or DOH.

A motion was made by Commissioner Hyland and seconded by Commissioner Savin to accept the draft of the Resident Participation Plan. Passed unanimously 3-0-0.
15. For the first year in production, the raised gardens have produced a lot of vegetables for the resident enjoyment. Once all the beds are cleaned out we are going to cover the raised beds with a tarp for the winter and start planning for next year.
16. The four new Private Property signs have been installed. Chuck also installed 2 new handicapped parking signs in the parking area for buildings 11 & 12.
17. Printing Plus completed our print job for our new business cards, letterhead, envelopes and address labels.
18. On September 4th we held our Labor Day picnic. Thanks to Joan Driscoll who organized the event. It was Pot Luck and again we had a delicious array of salads, desserts made by residents. Cindy made the potato salad and again, I was in charge of baked beans. Chuck was the Grill Master and we had a few residents that volunteered to do clean up. It was an enjoyable event for all. We had 22 residents who attended.
19. Cindy has prepared the attached 2 week calendar for the upcoming 2 weeks. She distributes it to the building captains and they distribute to the residents.
20. During the past month Chuck completed 97 total work orders: 19 for carpentry, 42 for grounds, 5 for plumbing and 13 for electrical, 12 for cleaning and 6 for painting.

UNFINISHED BUSINESS

1. Strategic Planning Options – Due to many work-related commitments, Commissioner Savin requested to postpone the process until after the holidays. All were in agreement and the topic will be tabled until after the new year.
2. Development of Housing Authority property update – discussed in Report of the Director. (see above).
3. Need to develop an implement A Resident Participation Plan – Voted on (see above).

4. Consideration of the formation of a 501(c)(3) – Discussion followed as to why this would be advantageous, i.e a better conduit to solicit grants; also, we could frame it for any need that may come down the road at a later date. As this is a lengthy process, it should be started sooner rather than later. A motion was made by Commissioner Savin and seconded by Commissioner Hyland to pursue the formation of a 501(c)(3). The motion passed 3-0-0.

The Date for the annual Christmas party was set for Friday, December 12, 2014.

ADJOURNMENT

A motion was made by Commissioner Savin and seconded by Commissioner Hyland to adjourn the meeting at 4:55 p.m. PASSED 3-0-0.

Respectfully submitted,

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

Thomas J. Hyland, Secretary