

**STONINGTON HOUSING AUTHORITY  
EDYTHE K. RICHMOND HOMES  
COMMUNITY BUILDING  
November 13, 2012  
MINUTES**

**CALL TO ORDER:**

Jim Kelley called the regular meeting of the Stonington Housing Authority to order at 4:00 p.m.

**ATTENDANCE:**

Those in attendance were Jim Kelley, Julie Savin, Tom Hyland, Ed Haberek, Alex Bazydlo, and Dina Page.

**MINUTES:**

Dina Page read the minutes of the September 2012 meeting. A motion was made to accept the minutes with a minor correction. The motion was seconded and all were in favor.

**TREASURER REPORT:**

Jim Kelley presented the Treasurer's report for September 2012. A motion was made to accept the report as read. The motion was seconded and all were in favor.

**ANNUAL MEETING:**

The Board elected officers as part of the Annual Meeting. Jim Kelly was nominated for chair, Tom Hyland as Secretary and Julie Savin as Treasurer. The motions were seconded and passed unanimously.

Jim Kelly will contact the auditors and set up a meeting to begin the audit process. A motion was made, seconded and passed unanimously.

**OLD BUSINESS:**

**Federal/ DECD Grant -**

Alex stated that the Trumbull Street paving project will begin on Thursday, November 15<sup>th</sup>. He also stated that the tub cuts, door handles and remaining cabinets are the next projects in line.

**Access/CL&P Grant**

Alex reported that Angelique from Access will keep us updated as to where we stand in the weatherization program.

**Generator**

Alex reported that the transfer switch for the generator is scheduled to be delivered Thursday, November 15<sup>th</sup> and the generator is due to be delivered on December 14, 2012.

**NEW BUSINESS:**

Jim Kelley reported that cell phones are a necessity for Alex and Dina during working hours. He then asked Dina to look into cell phone plans and present them to the board at the next meeting. A motion was made and all were in favor.

Jim addressed health insurance for Alex and Dina. Ed Haberek offered to look into it and get back to Jim.

Jim directed Alex to contact CHFA about the small grant program discovered by Julie Savin as soon as possible. If there is money available, Alex is to put together a proposal to request a grant to fund a disabled door opener for the community room.

Julie mentioned to the board that another work station is needed. Jim directed Alex to research the issue and put together a proposal to satisfy our unmet needs. The proposal will be reviewed at our December meeting. Alex said he would address it.

Jim Kelley informed us that Cedar Ridge Landscape LLC from Pawcatuck, CT will be clearing the brush in and around the retention pond on the property.

The board mandated that the physical inventory would be completed and reconciled prior to December 31, 2012. A motion was made and all were in favor.

The board made a motion to close the waiting list December 31st and reopen it at the end of January 2013. The motion was seconded and all were in favor.

The ballots for the election of Tenant Commissioner will be in all the tenants' mailboxes by the 5<sup>th</sup> of December and the votes will be counted on Friday, December 7<sup>th</sup> by Dina Page and Carol Umphlett at Human Services.

A smoking policy was discussed. A prior no smoking policy had been approved by the Board but had not been implemented. The issue is under review and will be brought to completion as soon as possible.

Possible rules and lease violations were discussed. Alex will keep an eye on the situation to determine if violations are a problem and recommend corrective action(s).

Mr. Shaw requested that he be reimbursed for a stove he bought because his existing stove was out of commission for over four weeks. The board approved the reimbursement as an exception to the policy. Julie mentioned that we need to look into a property management system as soon as possible to avoid such oversights in the future and provide metrics for maintenance performance and a backlog.

**CORRESPONDANCE:**

Dina read a card from one of the tenants thanking everyone involved in the improvements and repairs that are being made here at Stonington Housing.

**VACANCY:**

There is one vacant apartment that is in the process of being renovated.

**ADJOURNMENT:**

Jim Kelley motioned to adjourn the meeting at 5:40 p.m. The motion was seconded and all were in favor.

Respectfully Submitted,

Dina Page-Recording Secretary