

**STONINGTON HOUSING AUTHORITY
EDYTHE K. RICHMOND HOMES
COMMUNITY BUILDING
December 11, 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, Tom Hyland, Tom Reynolds and Dina Page.

MINUTES:

Dina Page read the minutes of the November 2012 meeting. A motion was made to accept the minutes. The motion was seconded and all were in favor.

TREASURER REPORT:

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

REPORT OF THE OFFICE MANAGER:

Dina reported that she looked into a handful of cell phone carriers and that she would be buying cell phones from AT&T for her and Alex the week before Christmas. Discussion followed and the recommendation was to buy Verizon phones.

OLD BUSINESS:

AUDIT

Jim Kelley reported that he contacted the auditors and he is awaiting a call back for a date and time for the audit.

Federal/ DECD Grant -

Alex reported in a written report to the Board that he spoke with Peter Testa and stated that the specs for the rest of the projects will be here January 22, 2012 for review. These projects include the remaining kitchen cabinets, the lever set door handles for the doors that are not already this way and also tub cuts.

Alex also noted that the paving paperwork has been submitted for payment and should be settled relatively soon. The roofing paperwork still has not been submitted. Alex stated a conservative estimate of \$100,000.00 ranging upwards to \$140,000.00 of the grant money could possibly be left over after these projects are completed. A couple of projects that would be of interest to him involve replacing the tile roll-in-shower units in 3 of our buildings with fiberglass units, replacing the hot water heaters with tank less on-demand water heaters. This would be a great savings for the tenant's electric costs.

Alex also asked if these funds could be used to purchase stoves as we have had some inquiries about new stoves.

Access/CL&P Grant

Alex reported that a majority of the indoor lighting has arrived onsite and the electricians will be here Friday, December 14th to begin installation. Angelique is checking status of refrigerator replacement with CL&P.

Generator

Alex reported that Brookside Electric was on site Saturday, December 8th installing the transfer switch on the Community Building and ran the wiring to the main panel. The remaining wiring to the other side of Sisk Drive will be done as the time draws closer to the delivery of the generator. The tentative date is December 19, 2012.

CHFA

Alex stated that he received a package for the CHFA grant and started to fill it out. He has been gathering the information needed and is close to completion. The federal grant can be used as matching funds. Alex was not sure of the amount of money left over from the federal grant; he attached as estimate for the doors.

INVENTORY

Alex attached the physical inventory (everything over \$500.00) to date but not quite everything has been tagged as of yet.

WAITING LIST

Alex informed the board that we will put an announcement in the paper next week to close the waiting list until February 1, 2013.

WORK STATION

Alex stated that he has not been able to get to this for today's meeting but is brainstorming this idea.

PERSONNEL POLICIES

Tom Hyland reported that he has applied to the ProBono Partnership for creation of Personnel Policies but has not heard back regarding whether they will accept the proposal.

NEW BUSINESS:

Ed Habereck sent health insurance information to Jim Kelley informing Dina and Alex that the Town of Stonington will not be able to provide us with any right now. Tom Hyland said he would look into other options and report back at the next board meeting.

A motioned was made by Tom Hyland to have Dina gather and make copies of all office policies for each commissioner to review. The motion was seconded by Tom Reynolds and all were in favor.

Jim Kelley reported that we need to work on getting brighter site lighting. Alex mentioned that CL&P would be shipping us some new LED lighting heads (to be installed).

CORRESPONDANCE:**VACANCY:**

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

ADJOURNMENT:

Jim Kelley motioned to adjourn the meeting at 5:10 p.m. The motion was seconded and all were in favor.

Respectfully Submitted,

Dina Page-Recording Secretary