

**STONINGTON HOUSING AUTHORITY
EDYTHE K. RICHMOND HOMES
COMMUNITY BUILDING
January 8, 2013
MINUTES**

CALL TO ORDER:

Jim Kelley called the regular meeting of the Stonington Housing Authority to order at 4:10 p.m.

ATTENDANCE:

Those in attendance were Jim Kelley, Tom Hyland, Tom Reynolds, Julie Savin, Ruth Nolder, Alex Bazydlo and Dina Page.

MINUTES:

Dina Page read the minutes of the December 2012 meeting. Jim Kelley made a motion to accept the minutes as read. The motion was seconded and all were in favor.

TREASURER REPORT:

Julie Savin presented the Treasurer's report for December 2012. A motion was made to accept the report as read. The motion was seconded and all were in favor. Tom Reynolds asked that it be noted in the minutes that he praised Alex for the large surplus revenue in 2012 and for consistently having surpluses. He stated that he thought that Stonington was the only Housing Authority in the state in this position.

REPORT OF THE OFFICE MANAGER:

Dina reported that she is in the process of working on a new 2013 Tenant Telephone Directory. Dina also reported that Verizon cell phones were purchased and are to be used during the working day. She also stated that the recertification process has begun.

OLD BUSINESS:

AUDIT

Jim Kelley reported that he heard back from the auditors with an audit date of January 16, 2013.

Federal/ DECD Grant –

Alex reported that per Peter Testa, the specs for the rest of the projects will be here January 22nd for review of the next part of the DECD grant. He also stated that the paving paperwork has been submitted for payment and should be settled relatively soon. He estimated a conservative estimate of monies left over from the grant can be used for replacing the hot water heaters with tank less on-demand water heaters and for replacing the tile roll-in shower units in three of our building with fiberglass units and new stoves.

Access/CL&P Grant

Alex reported that the overhead lighting for the main parts of the building have been installed. Over the sink lights are on backorder for the buildings 1 thru 12. The outside lights over the apartment doors have been installed on buildings 1 thru 12 but do not fit the newer buildings 14 thru 17 as these were a larger size and need to be reordered. Alex also reported that the site lighting was on back order and that they all should be arriving at the same time.

CHFA

Alex stated that he has been gathering information needed to complete the package for the CHFA grant. He is almost finished and will have it out in the mail by Friday January 11th. He attached as estimate for the automatic doors in case of any left over money from the federal grant.

INVENTORY

Alex attached the physical inventory to date with a note that not all of the property has been tagged as of yet. He will continue to compile the list of items valued at over \$500.00.

WAITING LIST

Alex reported that the closing and reopening announcement was put in the papers last week for a three day run time. He stated that the waiting list would be closed January 1, 2013 thru February 1, 2013 and that no applications would be accepted at this time.

WORK STATION

Alex stated that he is in the process of working on the office work stations.

PERSONNEL POLICIES PROPOSAL

Tom Hyland reported that he has not heard back as of yet regarding whether they will accept the proposal.

NEW BUSINESS:

Alex asked permission to attend the Basic Training for Commissioners. Tom Hyland made a motion for the Housing Authority to expend \$594 for everyone on the board and Alex to attend the basic training session. Julie Savin seconded the motion. It passed unanimously.

Tom Hyland made a motion to change Alex Bazydlo's work hours to 6:30 a.m. to 3:00 p.m. Tom Reynolds seconded the motion. It passed unanimously.

Ruth Nolder made a request to the board to have Cable TV/Wi-Fi in the Community Hall for all tenants. Julie Savin made a motion to install the Cable/Wi-Fi. Tom Hyland seconded the motion. It passed unanimously.

Jim Kelley requested that after the generator is installed and is in working order, there should be some kind of recognition such as a ribbon cutting. Tom Hyland requested that there be newspaper coverage of this event.

CORRESPONDANCE:

Ruth read a letter from one of the tenants regarding raising the utility allowance and the board tabled the discussion to the next month's board meeting.

VACANCY:

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

ADJOURNMENT:

Tom Hyland motioned to adjourn the meeting at 5:20 p.m. The motion was seconded and all were in favor.

Respectfully Submitted,

Dina Page-Recording Secretary