

**STONINGTON HOUSING AUTHORITY
THE EDYTHE K. RICHMOND HOMES
COMMUNITY BUILDING
MARCH 12, 2013
MINUTES**

Call to Order:

Meeting called to order at 4:05pm by Chairman Jim Kelley.

Attendance:

Those attending were Tom Hyland, Jim Kelley, Ruth Nolder, Tom Reynolds, Julie Savin, and Alex Bazydlo.

Minutes:

Tom Hyland read the minutes from the special meeting dated February 27, 2013. Motion to approve as read made by Ruth Nolder; seconded by Julie Savin; motion passed 5/0/0.

Tom Hyland read the minutes from the February 12, 2013 meeting. Motion to approve as read made by Julie Savin; seconded by Ruth Nolder; motion passed 5/0/0.

Reading of the Treasurer's Report:

Julie Savin reported a cash flow balance of \$634,382.63. She asked Alex Bazydlo about the details of the adjustments on the statement. Tom Reynolds asked about budget items on the report. Discussion ensued.

Report of the Office Manager:

Jim Kelley reported that Dina Page informed him that she was unable to attend the meeting, but that tenant recertifications are coming along.

Report of the Director:

Alex Bazydlo reported that DECD grant has moved to the next projects: door handles, tub cuts. Alex said that only a few people attended the pre-bid meeting; the bid opening is scheduled for 3/18/13 at town hall. He also said that he will be contacting Angelique on Monday morning (3/18/13) about lighting.

Alex asked about the payroll system – Paychex vs. Quickbooks Payroll was discussed. Tom Hyland said he would contact Paychex to see if he can get a better price.

The Tenant Selection Policy was discussed. Tom Hyland offered one error correction. Jim Kelley asked that it be tabled to give board members time to go through it.

Report of the Tenant Commissioner:

Ruth Nolder reported that:

- Kathy Brown and committee hosted a wonderful Valentine's Day Tea; 18 tenants attended.
- New tenant welcoming committee donated materials and supplies for three new tenant welcome baskets.

- Ruth compiled a notebook for each board member, which includes audit, budget, bylaws, and more. She stated that Dina has offered to punch agendas and minutes for the book.
- Tenants paid tribute to Edythe K. Richmond yesterday in memory of the 50th year since her passing. Fifteen tenants attended.
- Ruth also reported receiving a request from Muriel McEvoy that the denial of her request for reimbursement of the cabinets she purchased be put in writing. Jim Kelley asked Alex to put the denial in writing for her. Tom Reynolds remarked that she told him it was not fair since someone else was reimbursed for a stove purchased. Julie Savin made it clear that the stove issue was a one-time thing and that there is a difference between a stove and cabinets.

Unfinished Business:

Tenant selection process- The board discussed the process of purging the old waiting list and starting a new one. Alex stated that there are about 30 people on the waiting list that will need letters.

Tenant activity budget- Ruth Nolder presented the tenant activity budget for April – December 2013 as follows:

<u>Expense</u>	<u>Budget</u>
Food	\$745
Supplies	385
Transportation	105
<u>Entertainment</u>	<u>300</u>
Total	\$1,535

<u>Tenant Contributions</u>	<u>Budget</u>
Food donations	\$885
<u>Sweat Equity</u>	<u>840</u>
Total	\$1,725

Tom Reynolds inquired as to which expense line this budget would be allocated. Alex suggested “other office expenses.” Discussion ensued. Tom Hyland moved to approve \$1,535.00 for the tenant activity fund; Tom Reynolds seconded; passed 5/0/0.

IT upgrade proposal- Alex reported that upgrade is in progress; he said he has purchased a wireless modem/router and printer and the second computer connection is under way.

Generator delay: set target date for completion- Alex stated that he is expecting Huntington Equipment on Friday, March 15th to hook up the generator. He said level 2 sound covering comes with the generator. He said he will be installing the bollards as soon as possible. Jim Kelley suggested a sound attenuating fencing and asked Alex to look into it. The group discussed landscaping around this area. Alex stated that Kohler Landscaping, who is doing the fencing around the pond, gave him an estimate of \$9,950

for landscaping around the generator which would include grading, stone, but Alex said he will have to get three bids. Alex stated he learned it was not advisable to plant the type of tree he proposed and he wanted to plant another type. Jim Kelley asked Alex to contact Inland Wetlands about this.

Tom Reynolds questioned the motion for the purchase of the generator, because it was never in the minutes. Jim Kelley said there was a motion made and approved, however this was never in the minutes. Tom Hyland made a motion that the Stonington Housing Authority recognize that in November 2011 the purchase and installation of a permanent generator was made and approved, to be funded by the reserves; Tom Reynolds seconded; motion passed 5/0/0.

New Business

Report on vacant units- Alex Bazydlo reported that there are four units vacant, three have been cleaned and are ready. A tenant will be moving into one of them. The fourth unit was the eviction. Alex stated that he checked policy with town hall and held the personal property for the required 16 days. As the evicted tenant never returned for his property, Alex stated he will dispose of it.

Removal of neighbor's tree- Jim asked about the neighbor's tree that is still on the property. Alex stated that the tree came down during the blizzard and neither insurance company covers acts of nature. Julie suggested being "good neighbors" and suggested that Alex talk to the neighbor first to obtain a time frame for the removal of the tree, back the discussion up in writing, and take further action if necessary.

Prioritize uses for any surplus grant funds- The board discussed uses for the surplus grant funds. Jim Kelley suggested a security system. Julie Savin suggested new doors for the community building. Alex Bazydlo said that there are three tiles shower units that he would like to convert to fiberglass. The tenants present were asked their opinions. Discussion ensued. Jim asked Alex to get an estimate for a mid-priced security system.

Other new business-

Jim Kelley and Tom Hyland spoke to Attorney Priya Morganstern of the ProBono Partnership in Hartford and she has accepted the Stonington Housing Authority as a client to assist in writing personnel policies.

Tom Reynolds made a motion to officially hire Carol Umphlett as note taker since the Chairman, Jim Kelley, had advised the Housing Authority that Dina Page resigned from doing this. Ruth Nolder seconded. Motion passed 5/0/0.

Ruth Nolder moved that Tom Reynolds be named Vice Chair of the Housing Authority. This was tabled until the next meeting.

Motion to adjourn made by Tom Hyland; seconded by Ruth Nolder; meeting adjourned at 5:21pm.

Respectfully submitted,
Carol A. Umphlett
Recording secretary