

**STONINGTON HOUSING AUTHORITY
THE EDYTHE K. RICHMOND HOMES
COMMUNITY BUILDING
APRIL 9, 2013
MINUTES**

Call to order:

Meeting called to order at 4:12pm by Chairman James Kelley.

Attendance:

Attending were Ruth Nolder, Thomas Reynolds, Thomas Hyland, James Kelley, Julie Savin, and Alex Bazydlo.

Minutes:

Tom Hyland read the minutes from the Special Meeting dated March 12, 2013. The correction of changing the heading Audit to Executive Session was noted. Ruth Nolder made a motion to approve the minutes as amended. Julie Savin seconded. Motion passed 4/0/1 with Tom Reynolds abstaining.

Tom Hyland read the minutes from the monthly commission meeting dated March 12, 2013. Discussion ensued. Tom Reynolds asked that wording be changed in "Other New Business" to say: "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". Tom Reynolds also said that the unanimous approval of his nomination as Housing Authority Vice-Chair was omitted from the minutes and that he needed to bring a recorder to meetings in the future. Discussion followed and ended when Alex pointed out that the Vice-Chair nomination was tabled until the next meeting. All agreed. Julie Savin made a motion to approve the minutes as amended; Ruth Nolder seconded. Motion passed 5/0/0.

Reading of the Treasurer's report:

Julie Savin reported that the checking and savings accounts were reduced from a total \$634,382.63 to \$608,303.05. Julie questioned "Dwelling vacancy loss" on the report (shown with no balance). Alex acknowledged that he needs to enter that figure and is awaiting clarification from the auditors as to the amount to post.

Bills and Communications:

None

Report of the Office Manager:

In Dina's absence, Alex reported that the recertifications are finished. Julie asked about housing vouchers (Section 8 certificates). Discussion ensued.

Report of the Director:

Alex reported that DECD grant bids were opened on 3/18/2013 at town hall. There were seven bids ranging from \$89,380 to \$143,229. There is concern about the low bidder. Alex stated that Peter Tesca has been trying to get answers to these issues.

Alex reported that he spoke to Angelique about the remaining lighting fixtures needed to complete this portion of the WRAP program. He said that the problem seems to be with staff changes at CL&P. He said that Angelique will be sending electricians down to complete the work.

Alex reported that the wireless network is "up and running," but stated that the old computer will have to be replaced soon.

Alex reported that he will be taking some time off during April due to a number of personal matters.

Report of the Tenant Commissioner

Ruth Nolder reported that 19 tenants attended the St. Patrick's Day brunch and thanked Janice Bogue and her committee for a job well done. Ruth also thanked Janice Bogue and Bob Stillman for their cooking skills and Arlene Norman for her toasting skills.

Ruth also reported that Rosanne Cullen is leading a chair exercise session every Monday and Wednesday. Approximately 12 tenants and friends attend.

Ruth mentioned that the Welcoming Committee delivered baskets to two new tenants and will keep in touch with them "as they adjust to their new environment."

Ruth said that there has been a request for tenant and visitor parking signs. Alex said that he will take care of putting the signs up.

It was also requested that a donation be made in memory of Paul Huard, past commissioner, to Christ Church. Jim Kelley suggested \$100. Julie Savin made the motion to send a donation of \$100 to Christ Episcopal Church in memory of Paul Huard; Ruth Nolder seconded. Motion passed 5/0/0.

Unfinished Business**Tenant selection process**

Ruth Nolder offered that she had reviewed the tenant selection process and offered corrections. Jim Kelley asked Ruth if she would send a copy of her draft to all commissioners with the corrections in color. Alex asked if the attorney has seen this. Jim suggested it be reviewed and accepted by the board of commissioners before going to the attorney. This will be discussed further at the next meeting.

Generator delay: set target date for completion

Alex stated that the generator is also up and running. He presented three bids to put in the fence and landscaping to finish the job. Discussion ensued. Jim Kelley suggested that Alex get

references before the board decides on a contractor. Alex also stated that he is continuing his research into sound absorbing materials for the generator and plans to install the bollards next week as the ground is now thawing. Jim Kelley asked Alex if landscaping can be done by the end of April. Discussion ensued. Alex stated it is about a three-day job.

Report on vacant units

Alex reported that last month there were four vacancies. Two have been rented and another opened up, leaving three vacancies, one which is a transfer. He said that one will be ready by the end of next week and the other should be ready for cleaning at that time. Both have been painted. Julie asked about policy on transfers; it was explained that a one-time transfer is allowed according to Rules and Regulations. Julie asked if there are reasons why a transfer would not be granted. Discussion ensued.

Removal of neighbor's tree

Jim asked Alex about the progress on removing the tree that fell on the housing authority property during the storm. He said that the neighbor has been working on it, but that he will speak with him again.

Prioritized uses for any surplus grant funds

Jim Kelley asked Alex what he found out about the security system. Alex stated that he has not called on this yet, but will.

Fill Vice Chair position

Ruth Nolder nominated Tom Reynolds for the position of Vice Chair. Julie Savin nominated Ruth Nolder for Vice Chair. Discussion ensued. Commissioners voted: 3 votes for Ruth Nolder; 2 votes for Tom Reynolds. Ruth Nolder is the new Vice Chair of the Stonington Housing Authority Board of Commissioners.

Other Old Business

Smoking Policy

Julie Savin wanted to go on record as regretting her vote to ban smoking on the property (as opposed to designated smoking areas) as she feels it is going to be difficult for tenants to quit. Ruth Nolder stated that she agreed, but that her vote was based on the tenant poll that was taken. The tenants present wanted to know why the "No Smoking" signs have not gone up yet. Jim Kelley explained that they just received the policy back from the attorney. Alex suggested that the six-month notice start in May (instead of the original month of April). Discussion ensued. Jim Kelley stated that all documents will be handed out to tenants by May 1st and the six-month period will be from 5/1/2013 – 11/1/2013. Tom Hyland asked Alex to check with Westerly Hospital about smoking cessation programs and to take care of the signage.

Findings of Audit

Julie Savin voiced her concern about the audit findings and suggested that serious consideration be made for restructuring before they can move forward as an organization. Jim Kelley suggested hiring a consultant. Discussion ensued. Tom Hyland suggested making the next meeting a working meeting to address reorganization. Jim Kelley asked that everyone bring their recommendations to that meeting.

Payroll services

Tom Hyland stated that he contacted Paychex and CPS payroll services. Paychex bid was \$45/week and CPS was \$26.20/week for two paychecks and a fee for annual tax filings of \$47.00. Tom Reynolds suggested looking into QuickBooks payroll service. Discussion ensued. Alex will check prices with QuickBooks.

Bill Paying Policy

Tom Reynolds stated that the board should approve bills before they are paid but this has never been done. Discussion ensued.

Executive Session

Tom Reynolds asked what happened to the executive session that was supposed to occur. Jim Kelley stated that it had been cancelled.

New Business**Vacation scheduling – ensuring we can provide service to tenants every day.**

Office coverage was discussed. Jim Kelley stated his concern about daily coverage. Alex stated that when he and Dina are not there the tenant commissioner is next in line. Tom Hyland suggested that Dina should inform Alex when she is not going to be in and if Alex is not going to be in, he should inform Jim Kelley. Ruth Nolder stated that the new tenants that moved in were concerned that there was no staff available so they could sign their lease on the day they moved in. Jim Kelley and Julie Savin both requested seeing the new lease to ensure that it had been signed and stated that tenants should not move in before signing the lease. Discussion ensued.

Tom Hyland made the motion to adjourn at 5:50pm; Ruth Nolder seconded. Meeting adjourned.

Respectfully submitted,

Carol A. Umphlett
Recording secretary