

**STONINGTON HOUSING AUTHORITY
THE EDYTHE K. RICHMOND HOMES
COMMUNITY BUILDING**

**June 11, 2013
MINUTES**

Call to order:

Regular meeting of the Stonington Housing Authority called to order by Chairman James Kelley at 4:14pm.

Attendance:

Commissioners attending were Ruth Nolder, Thomas Hyland, James Kelley, and Julie Savin (arriving at 5:25pm due to a problem on I95). Also in attendance were Elaine Schmidt, Dina Page, Ed Haberek, Carol Umphlett, and several tenants.

Minutes:

Tom Hyland read the minutes from the regular meeting dated April 9, 2013. Jim Kelley made a motion to accept the minutes; Ruth Nolder seconded. Motion passed unanimously.

Minutes from the special meeting dated May 10, 2013 were read by Tom Hyland. Jim Kelley made the motion to accept the minutes; Ruth Nolder seconded. Motion passed unanimously.

Minutes from the special meeting dated May 24, 2013 were read by Tom Hyland. Ruth Nolder made the motion to accept the minutes; Jim Kelley seconded. Motion passed unanimously.

Reading of the Treasurer's report:

Jim Kelley reported that the total balance of all accounts is \$605,940.06. Tom Hyland asked about a Profit & Loss statement. Dina Page stated that she has not prepared this report in the past, but will going forward.

Bills and Communications:

A letter was read commending the board on the great work they are doing.

Letter from tenant requesting reimbursement for her "sweat equity" for the past five years for working with the bread and pastries delivered by a local grocery store. Discussion ensued. It was decided that a thank you note would be sent to resident; Jim Kelley asked Elaine Schmidt to do this.

Report of the Office Manager:

Dina Page welcomed Elaine Schmidt as acting executive director. She stated that Ruth Nolder and Raymond Perrin have been helping her with opening and closing the community hall and have been helping out where needed since Alex's departure.

Dina announced that there are two new tenants in units 2-3 and 15-1. She also announced that Roy Humphreys will be providing maintenance services to the property until further notice and that Mike's Computers will be coming in during the week ending 6/15/2013 to copy programs and files to the existing computer.

Report of the Director:

Elaine Schmidt reported that after just four days of work for the Authority, she has met most of the tenants, inspected the three vacant units, attended the May and June birthday socials, and hired a local handyman (recommended by Commissioner Savin) whose tasks presently include:

- Separating the office desk into two work stations;
- Cleaning and organizing the garage;
- Painting window boxes and filling them (and planters) with topsoil; and
- Completing minor repairs in units.

Elaine also reported that as part of the CIL contract all units will receive a Housing Quality Standard Inspection on Friday, June 14th. Notice has been given to all tenants along with a request that they compile a list of repairs needed. Once the inspection report is received a history will be created for each unit. CIL will provide a reporting system that will meet the Authority's needs. Tom Hyland mentioned that an organization from Ohio came to do a capital needs assessment. Elaine said that she will get a copy of this assessment from CHFA and distribute it to commissioners before next month's meeting and noted that not all units were assessed. Tom stated that there are state grants available that can help accomplish the items in the long-term plan.

Other action items reported by Elaine include:

- Jim Kelley signed contract with D/E/F Services Group, Ltd for the following grant work:
 - Lever door entry locksets on all units and community room;
 - Tub cuts to 45 units; and
 - Kitchen cabinets and counters in 13 units.

Elaine said that timeline for completion of the grant work is anticipated to be between July 7th and 22nd depending on availability of materials. Tenants will be notified with sufficient time to prepare for the upcoming work. Elaine said that they hope to utilize the grant fund balance for a new automatic community room door.

- Elaine will meet with Giselle Ward from Mahoney Sabol (auditors) next week to:
 - Review audit report;
 - Request recommendations for updating accounting system; and
 - Prepare write-off for uncollectable accounts receivables.
- Elaine and Dina met with resident who is one month behind in rent and made a six-month payment arrangement;
- Upon completion of inspections, a list of residents owing pet deposits will be compiled and payment arrangements made;
- Once garage is cleaned and organized, an inventory will be done and a revised list of inventory items will be provided;
- Still waiting on the sleeves needed in order to finish installing the light poles; and

- Dina will report on the status of the second office computer after computer vendor apprises her of the situation. Getting prices on up-to-date equipment.

Elaine also suggested that a \$40 gift certificate to Big Y be purchased monthly for Raymond Perrin in appreciation for the work he does. Ray's daily chores in the community room include:

- Opening and locking the doors;
- Vacuuming;
- Emptying the trash;
- Disposing of left over bread, etc; and
- Keeping the community room neat and organized.

Elaine stated that Ray is invaluable and looks after the general welfare of the residents.

Report of the Tenant Commissioner

Ruth Nolder reported that she met with First Selectman Haberek, shared the activities and events during the last five months, and noted that he was very impressed.

Ruth reported a very successful "Spring Fling and Potluck Luncheon" and extended thanks to Armand Cuomo for taking the lead in this event.

Eight residents helped cook and deliver 34 picnic lunches to tenants for Memorial Day. Ruth offered thanks to the board of commissioners for making this outreach effort possible. Ruth also thanked Muriel McEvoy and Barbara DeBene for their "very creative cake decorating skills" in providing cakes for the birthday celebrations and to Joan Driscoll and Nora Oulton for their help with the flower boxes and planters.

Ruth also mentioned that several tenants have asked about the status of the replacement of the Tenant Parking and Stop signs. Jim Kelley asked Elaine Schmidt to make sure all signage is put in place.

Unfinished Business

Tenant selection process – No report

No Smoking Policy

Jim Kelley stated that because there was no meeting last month and a number of changes have taken place, that the deadline for the no-smoking policy be moved from November 1st to January 1, 2014 with signage in place by July 1st. Comment from the residents echoed the consensus that this has been going on for a long time. Commission members concurred stating that the policy was put in place years ago, but was never enforced.

Report on vacant units

See Director's report; Elaine Schmidt reported that she has inspected the three vacant units.

Payroll services

Tom Hyland asked if staff had contacted QuickBooks about their payroll service. They had not. Tom asked Elaine Schmidt to research this.

New Business

Tom Hyland made a motion that Raymond Perrin receive a gift certificate to Big Y monthly in the amount of \$40 for work done in the community hall. Jim Kelley seconded; motion passed unanimously 3-0-0.

Jim Kelley noted that there seems to be an ongoing issue of funds needed for resident functions. He made a motion that a petty cash fund of \$200.00 be established. The executive director of the Housing Authority will have control of these funds and be responsible for them. Tom Hyland seconded; motion passed unanimously 3-0-0.

First Selectman Haberek addressed the group concerning all the recent changes that have taken place and then opened up the meeting for discussion from the residents. Residents addressed several issues including the smoking policy, the condition of the units, and community safety. In response to Joan Driscoll's concern of safety after a verbal altercation, Jim Kelley informed her that he spoke to the attorney and will work on putting together a policy to help ensure residents will feel safe. He also told her that he and Ruth will talk with and advise her.

In reference to the condition of resident units, Jim reiterated that the assessment/survey and inspection will all lead to the development of a maintenance log and schedule.

Tom Hyland made the motion to adjourn at 5:28pm. Motion seconded. All in favor. Meeting adjourned.

Respectfully submitted,

Thomas Hyland
Secretary