

STONINGTON HOUSING AUTHORITY
EDYTHE K. RICHMOND HOMES COMMUNITY BUILDING
August 13, 2013
Minutes

Call to order:

Meeting called to order at 4:02pm by Chairman Jim Kelley.

Attendance:

Those attending were Tom Hyland, Jim Kelley, Ruth Nolder, Julie Savin, and Elaine Schmidt, Carol Umphlett and several tenants.

Minutes:

Tom Hyland read the minutes from the June, 2013 meeting. Motion to approve as read was made by Ruth Nolder, seconded by Julie Savin, and passed unanimously.

Reading of the Treasurer's Report:

Julie Savin reported a total balance in cash accounts of \$598,227.20, total accounts receivable of \$6,183.50, and total current assets of \$604,410.90.

Report of the Office Manager

Jim Kelley suggested that this report be taken off future agendas.

Bills and Communications:

None

Report of the Director:

Elaine Schmidt reported a busy month:

- Community room, kitchen, offices, laundry room, and bathrooms painted by resident painter, John Walton.
- Carpets cleaned and furniture pulled out of the garage for use again in the community room.
- All benches and picnic tables sanded, painted, and ready for use by residents.
- Bio Tech Environmental Care was contracted to treat the outside of every unit at \$25 per building; several residents had complained about spiders, ants, silver fish, etc. The company reported burrows from rodents in the ground near areas where bird feeders are located and recommended they remove the feeders. Elaine reported that she called residents to suggest switching from feeders to bird houses.
- The inspections done by CIL in June created a huge workload and stated that the biggest issues are plumbing and electrical. Elaine said that the plumber has done "an amazing amount of work." Elaine submitted a list of the items identified during the inspection and reported that they continue working toward the completion of the list.
- 80-gallon hot water heaters that need to be replaced are being replaced with the more efficient 40-gallon units. Five units have been replaced.
- Roy has gone to each apartment to clean stove and bathroom vents, as well as the heat/AC filters.
- Annual maintenance on outside heating and AC units will be done by a contractor next week.
- Access Agency has been contacted in reference to replacing toilets, as well as the completion of the CL&P exterior lighting. The Access Agency representative also suggested that a list be completed of specifications for new refrigerators; they will review and provide for each apartment as needed
- L. Wagner Associates contacted to put a bid packet together for the repairs needed for structural repairs to the railings needed for buildings 11 & 12 as part of the Small Cities grant. DECD granted an extension to March 31, 2014 for the completion of the work.
- Elaine's report noted that, in the list of invoices paid, she was reimbursed \$1,024.92 in July for the new laser printer, food for the July 4th party, and a WB Mason order for office supplies, as well as \$393.60 in June for a Lowe's charge, all paid for with her personal charge card and to establish a petty cash account.

She stated that she is working on getting a housing authority charge card again. She also stated that the Home Depot card has been replaced.

- DEF Services was awarded the Small Cities grant contract for kitchen cabinet replacements, tub cuts, and lever door hardware; contract signed on June 6, 2013 for the low bid of \$89,380.00. Tub cut sample done and contractor working on installations. Jim Kelley stated that he was disappointed that grant work has not yet been completed (10 completed to date). Elaine stated that the contractor had an issue with his bond with took 2-3 weeks to resolve and also had to rethink the installation of the tub cuts due to the epoxy issue. Discussion ensued about the changes made to the installation, which eliminated the need for a strong smelling epoxy. Also, new shower rods and weighted curtains will be provided to assure water does not leak outside the tub. Kitchen cabinets and counters have been selected and ordered; the first ones were refused. Contractor came in with another sample. Residents will be informed of the installation date and will be asked if they need help emptying and restocking the cabinets. The lever doors will be installed at the same time as the cabinets to eliminate as much interruption for residents as possible. Elaine reported that a check for \$25,000.00 was received from CHFA toward the matching funds for this project.
- Of the 3 vacant units, one has been rented. One of the remaining two is awaiting new cabinets; the other has been rejected by people on the waiting list as either too small or too dark.
- Waiting list – We are at end of old waiting list and are putting together the lottery system for the new waiting list.
- Payment arrangements have been made with tenants who are either behind in their rent or owe cat deposits. A 2011 rent for \$458 that had been written off was collected in June.
- New computer and printer have been purchased for the office and being backed up to a flash drive weekly. An old computer is being upgraded and will be installed in the community room for resident use. Elaine said that she will arrange for classes that will help residents with basic computer skills.
- Fire Marshal Kevin Burns came to EKR on July 23, 2013 and did a wonderful presentation to approximately 30 residents, as reported by Commissioner Nolder.
- No Smoking policy was posted. Each resident has received a copy and signed that they have received it. Elaine reported that two residents who were long time smokers have already quit and said she is working with Carol Umphlett on a program for residents with a smoking cessation support group to start in middle of September. She also extended thanks to Commissioner Nolder for her help with copying and obtaining signatures from residents who could not get in to the office to sign.
- Mold issues- Roy is cleaning the mold off of the exterior three buildings with Mold Armour. Elaine stated that they will start dealing with interior mold issues and asked Roy to put some of this in a spray bottle to be used as the need arises. Elaine reported that one apartment is so bad that a company needs to be hired to treat the entire apartment.
- Signage- Elaine reported that Commissioner Nolder has identified where signs are needed and that she will be contacting the town to request that the signs be made and installed.
- Roy removed the tree that was hanging on the roof of building #4 and will finish taking out the stump.
- Reports submitted by the director:
 - List of all invoices paid for May, June, and July
 - Accounting of Petty Cash
 - Bank reconciliations

Report of the Tenant Commissioner:

Ruth Nolder reported that:

- 24 tenants and guests attended our June Ice Cream Social. First Selectman Ed Haberek assisted in the making of the ice cream sundaes. Jim Kelley attended with granddaughters. Our thanks to Barbara DelBene for coordinating the event.
- July 4th celebration was held on July 2nd – 47 tenants and guests attended the awesome picnic. Meals were delivered to tenants unable to attend. Our thanks to Acting-Executive Director Elaine Schmidt and to all the tenant volunteers who helped set up, cook, deliver meals, and clean up. Ruth explained that a \$297.00 grant from the Rhode Island Foundation, which had been earmarked in 1996 by Richard J. and Barbara L. Richmond for the purpose of providing monies for tenant activities, helped pay for this celebration. Ruth stated that they are grateful and will be following up with the information the Foundation needs, so they are eligible for the grant next year.

- 31 tenants attended a presentation from Fire Marshal Kevin Burns, who explained two systems in place – the fire alarm system and the call-for-aid system. He explained in detail the regulations we need to follow regarding the safety of all of the tenants
- A request for clarification was received regarding the No Smoking policy. The question is, “Will tenants who currently smoke be permitted to use the electronic cigarette after January 1, 2014?” Discussion ensued. Jim Kelley stated that e-cigarettes will be allowed as an alternative to smoking, but stated that any problems with this will be addressed as they arise.

Unfinished Business:

- No Smoking policy – See Report of the Director
- Report on vacant units – See Report of the Director
- Next (last) part of Small Cities grant
Tub cuts, lever lock sets, and cabinets – See Report of the Director

New Business

- Personnel policy to be developed by Pro Bono Partnership
-an attorney has been identified who will be working with the housing authority to develop personnel policies
- SEAT bus stop request
-Jim Kelley stated that he wrote a letter to First Selectman Ed Haberek requesting that he ask SEAT to include Edythe K. Richmond as a bus stop. Ed told Jim that he would submit a request to the Council of Governments (COG). Julie Savin asked what the ridership would be, stating that this is an important piece of data and suggested that this information be obtained in the form of a resident questionnaire. Jim asked Elaine to develop a questionnaire and said he will contact Ed again for a status of his request. A tenant in attendance stated that she recently saw the SEAT bus drive in and out of the property.

Jim Kelley opened the floor to questions/concerns:

- Ed Shaw spoke to his concern about mold in his apartment, stating that he has a letter from his cardiologist advising that the mold should be tested and could be detrimental to his health. Jim assured Ed that Elaine will look into this and suggested that they meet soon. Jim said that this is a long-term issue that needs a plan for resolving immediate issues.
- Vera Shaw stated that she is concerned as well about the fact that their floor tiles move due to moisture under them. Elaine said that she will send Roy over tomorrow.
- The issue of hot-water-on-demand vs. smaller hot water heaters was discussed. Jim said that he is not a big fan of the hot-water-on-demand system because of the expense in electricity to the tenant. Jim recommended the smaller 40-gallon energy efficient hot water heaters, which will be replacing the 80-gallon units as they wear out. Elaine said that pans are being placed under the 80-gallon units that do not need to be replaced yet to protect against water damage in the event that they do start to leak. Jim also suggested rebate programs for new units.

Hearing no other issues, a motion to adjourn was made by Tom Hyland, seconded by Julie Savin, and passed unanimously. Meeting adjourned at 4:50pm.

Respectfully submitted,

Thomas Hyland
Secretary