

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

October 8, 2013

MINUTES

Call to order:

Regular meeting of the Stonington Housing Authority called to order by Chairman James Kelley at 4:00pm.

Attendance:

Commissioners attending were Tom Hyland, James Kelley, Ruth Nolder, and Julie Savin. Also in attendance were Elaine Schmidt, Carol Umphlett, and several residents. Ed Haberek and Glee McAnanly also attended.

Minutes:

Ruth Nolder moved that the reading of the minutes, as posted on the town's website, be waived; Tom Hyland seconded, but noted that he was advised by the town clerk to have the minutes submitted with his name (as opposed to Carol Umphlett) as he is the commission secretary and is responsible for signing them. He moved that the reading of the minutes be waived and accepted as amended. Julie Savin seconded the motion. Motion passed, 4-0-0.

Tom Hyland moved that the minutes of the special meeting, dated September 24, 2013, be accepted as posted on the town website. Ruth Nolder seconded. Motion passed, 4-0-0.

Reading of the Treasurer's report:

Jim Kelley tabled the reading of the treasurer's report until next month.

Bills and Communications:

None

Report of the Director:

Elaine Schmidt suggested a "standing ovation" to Ruth Nolder for the hard work in orchestrating the organization of the garage. Other activity included:

- Emergency Management Plan – Ruth to report on this. Information and handouts have been provided to residents.
- Met with the representative from Access Agency, who is our contact person for CL&P in the replacement of the remaining of the exterior lights and refrigerators. Working to get lights done; hoping to be done before winter. List was also given to them for refrigerators and buildings 15, 16, and 17 still need fixtures completed. Ed Haberek asked if the generator was manual. Jim Kelley said that it is automatic. Discussion ensued.

Jim Kelley also stated that the existing grant is almost completed and that two automatic doors will be installed in community building. Discussion ensued. Resident Dot Post mentioned that someone opened the door quickly one day and came close to hitting a resident with the door. Because there is no window in the door, she feels this is a safety issue. Jim Kelley asked Elaine to look into getting a window installed in the door.

- Mechanical contractor has completed the annual maintenance of the heating/air conditioning units. John Walton, resident painter, is

painting several of the exterior apartment doors that are rusting and light poles.

- The engineer completed the plans and specifications for the railings on buildings 11 and 12. A copy has been forwarded to Peter Testa and John Phetteplace.
- DEF services:
 - Completed installation of shower unit with cracked tub.
 - Now installing kitchen cabinets. Copies of schedules and notices have been included in commissioner packets. Errors on original list of cabinets needed created a need to store additional cabinets for future use.
 - 72" cabinet replaced with 60" cabinet in one unit.
 - Cabinet storage trailer and dumpster have arrived for this project.
 - Installation of new lever door handles will begin next week.
- Comcast bundled services:
 - Resident price of \$35.50/resident is ½ the regular price with all residents participating. If there are residents who do not want the service, the cost for their unit will be spread among the rest.
 - Housing authority will be billed directly.
 - All residents will be contacted to see who is interested.
- The first Smoking Cessation class started on September 27th and will continue for ten weeks. Five residents attended the first session; hopefully more will join in this week.
- Notice of the closing of the waiting list (as of October 4th) was in *The Sun* and *The Day* and faxed to several area agencies. To date we have 29 applications on the waiting list, of which six will receive letters stating they are not accepted and allowing them to request a hearing. Elaine stated that she will ask Human Services to assist with the drawing of the names for the present waiting list and will hopefully fill the three vacancies that are now ready to rent.
- Received 21 applications for the maintenance position; have interviewed two so far; hope to have the position filled by November 1st when Roy leaves. When Roy returns in January, he will assist with snow removal and lawn care.
- Map of the site has been submitted to the town with a list of the signs needed. Have yet to receive a response to this. Also requested the name of the town's tree trimmer for limbs too high to reach. Ed Haberek said he will check with Joe Bragraw about this.
- Three weed trees have been removed from the perimeter of the pond.
- Flu shots were given by VNA on October 2nd. Student nurses from UConn will come and do a health fair for residents on October 31st.
- Christmas bazaar on November 6th for residents.
- In process of doing an inventory of all applicable items in office, laundry room, kitchen, and garage.
- Working on the 2014 budget.
- Have copied the REAP of Site Specific Capital Plan Property Analyses that CHFA did for their entire portfolio.

Report of the Tenant Commissioner

Ruth Nolder reported the following activity:

- Emergency Preparedness Plan- in process of developing and implementing the plan.
 - Brainstorming sessions with residents were held to obtain feedback and ideas.
 - Resident "safety monitors" were assigned to each building; safety monitors met with staff to discuss safety strategies.
 - Copies of the plan were made for every resident.
- Chair Exercise Program- on Mondays and Wednesdays- has restarted after summer break
- Thanks to Debbie Lee, our new "Bingo Caller;" Bingo every Tuesday at 5:30pm, light refreshments to be included.
- WII Bowling continues on Thursdays at 1pm; we need more participants.
- Computer training- computer lab available at Stonington Human Services. Mary Kelley has offered to assist with the training.

Unfinished Business

Small Cities Grant: See Director's report

New Business

1. Tom Hyland made a motion to add to the agenda an item of new business to review the necessary prerequisite work for the Stonington Housing Authority to apply for the next round of Small Cities grants and to determine whether the Commissioners should authorize the requisite expenditure to finance work required to make a successful proposal. Ruth Nolder seconded. Discussion ensued. Jim Kelley reviewed the CDBG (small cities) grant proposal synopsis:

- Expand Community Building:
 - Provide a refuge for residents when storms cause power failures. We have installed a generator that powers site lights, our storage building, and our Community building.
 - Expanding the building will allow the installation of handicapped bathrooms with shower facilities, the upgrading to a handicapped accessible kitchen and a space where our population can shelter without the need to leave the site in dangerous circumstances.
- Rehabilitate 60 units as follows:
 - Install energy efficient comfort height toilets.
 - Replace bathroom sinks and faucets.
 - Replace existing tile with non-slip vinyl flooring.
 - Replace interior bamboo doors.
 - Replace deteriorated exhaust fans in bathroom and kitchen areas.
- Install a campus-wide security system.

Hearing no other discussion, Chairman Kelley called for a vote. Passed 4-0-0.

2. Tom Hyland made a motion to authorize the expenditure of up to \$20,000.00 to engage professional services and related costs to prepare plans and specifications required for a successful Small Cities Grant application. Ruth Nolder seconded. Discussion ensued. Jim Kelley stated that architectural drawings and specifications will need to go to Larry Wagner, town grant writer, for his review. Julie Savin asked how the amount was determined. Jim Kelley stated that it seemed like a good starting point for the grant. Tom Hyland asked Julie if CDBG has pre-development funds. Julie said that they

do, but housing authorities are not eligible for them. Hearing no other discussion, Chairman Kelley called for a vote. Motion passed 4-0-0.

3. Process of finding a full-time Executive Director – Jim Kelley explained that the process is in place to hire:
 - Position has been advertised
 - Resumes' are being accepted
 - Interviews will be conducted over the next couple of weeks
 - Hope to have someone in place by the end of the month.

4. Campus Safety

Jim Kelley discussed resident safety, stated that hopefully the town will install the signs soon. He also urged residents to take pictures, if possible, of the kids and adults that are riding their bikes and running large dogs through the campus and report to the office. He states that the new security system cameras will help put an end to this issue

Other business and comments from residents:

Dot Post asked about the minutes and stated that lots of seniors do not have computers to get the minutes from the website. Elaine said that minutes were posted on the board and that someone must have taken them. Jim Kelley asked Dot to alert Ruth or Elaine when minutes are missing so they can be replaced.

Joan Driscoll thanked the board for all they are doing to improve the property.

Janice Bogue asked about the braces under the decks at buildings 11 & 12. Jim stated that the repairs for these were submitted as a change order under the present grant and will be completed as soon as possible.

Ed Haberek stated that there will be a ribbon cutting ceremony when the project is complete.

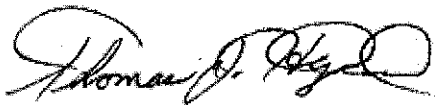
Elizabeth Terico asked about joggers running with large dogs through the property and said she feels this is also a safety issue. Jim Kelley and Ruth Nolder said that the commission will address this issue.

Jim Kelley asked Ed Haberek about the SEAT bus route. Ed Haberek offered that he extended the request to extend the route through Sisk Drive at the last meeting with SEAT. Discussion ensued.

Jim Kelley took a moment to welcome both Board of Selectmen members Ed Haberek and Glee McAnanly to the meeting.

Hearing no other business, Chairman Kelley called for a motion to adjourn. Tom Hyland made the motion; Julie Savin seconded. Meeting adjourned at 4:45pm

Respectfully submitted,



Thomas J. Hyland
Secretary