

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

November 12, 2013

MINUTES

Call to order:

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

Attendance:

Commissioners attending were Tom Hyland, James Kelley, Ruth Nolder, and Julie Savin. Also in attendance were Elaine Schmidt, Carol Umphlett, and several residents.

Minutes:

Tom Hyland moved that the reading of the minutes of the regular commission meeting on October 8, 2013 (as amended), as well as the minutes from the special meetings on October 25, 2013 and November 1, 2013, be waived and accepted as posted on the town's website; Ruth Nolder seconded the motion. Motion passed, 4-0-0.

Reading of the Treasurer's report:

Julie Savin reported that the balance in the checking account is \$35,947.13, the savings and investment accounts total \$538,531.05, and petty cash is \$200 for a total checking and savings figure of \$574,678.18

Bills and Communications: None

Report of the Director:

Elaine Schmidt reported the following activity:

- New maintenance technician position filled. Charles "Chuck" Roberts will work four hours per day starting 11/18/2013 and then full-time on 12/1/2013; Roy left on October 30th, but will be back in January to help with snow removal, spring clean-up, and lawn work.
- Advertised for part-time office assistant; hoping to have position filled by next month's meeting.
- Names for the new waiting list were pulled with the assistance of Carol Umphlett. The first six of the 27 on the list have been contacted. One accepted and will be moving in on the 12th. One declined and has found other housing. Of the five units still available one needs extensive work due to mold. Hopefully by next month the other four will be rented.
- Comcast representative came to explain how the bulk rate (\$35.50 per resident base) and service would work. It was explained that anyone who refused this rate, as well as vacant apartments, will be spread over participating residents. The contract was sent to Attorney Brian Estep, whose only concern was that the contract calls for arbitration instead of mediation in a dispute. He recommended mediation but Comcast is not willing to change the contract. Tom Hyland questioned this as well and discussion ensued. Current contract ends December 31, 2014. Ruth Nolder made the motion to accept the contract with Comcast; Julie Savin seconded. Motion carried 4-0-0.
- After the October meeting First Selectman Ed Haberek contacted the town's representative for CL&P, who called to assist in moving forward with the replacement

lighting. Elaine was advised that lighting is "in the pipeline" and will be installed as soon as everything is available. Still waiting to hear from Access Agency and will inquire next week as to the status of this.

- Prices were received from two appliance dealers. Keith's Appliance had the better price. Ten 20" and thirty-two 24" stoves have been ordered and are due to be delivered on November 25th and 26th. Total cost of the stoves is \$14,844. We received a grant from CHFA that will cover the cost. The balance of the grant will be used to pay for the refrigerators being purchased from CL&P at \$100 per refrigerator. Commissioner Nolder reviewed the existing stoves and based on the brands was able to determine the age of the stove; she went to each apartment to confirm the condition. This was a huge undertaking and was very much appreciated. The new stoves have a storage drawer in the bottom, which will be very helpful. Also, Keith's Appliance will be donating one turkey for each stove purchased; turkeys will go to the Pawcatuck Neighborhood Center.
- The mechanical contractor has not completed the annual maintenance of the heating/air conditioning units. About ½ of the units have been completed inside and outside at quite an expense. The contractor explained that when they go in to clean the heat pumps, they have to move furniture out of the way to gain access, clean the unit and put it back together and then put the furniture back in place. They are finding a lot of mold in the units from the condensation and moisture. This is a major issue since we are still having issues with mold. Will continue with this when Chuck starts work.
- John Walton, resident painter, has been painting exterior doors, the light poles that have the new lights, and has been touching up around the new cabinets that were installed. He has also started on the vacant units.
- Six bids came in today for the railing project; pre-bid walk through also took place. The bid opening will be December 3rd. Hopefully work will be done before winter freeze sets in.
- DEF Services have completed all work except the automatic doors to the community building. Elaine has also requested that the office doors be changed to lever handles with new locksets to be consistent with the new master key system.
- The smoking cessation class started on September 10th and will continue for ten weeks. Five residents are attending.
- It appears there is an issue with ownership of the parking lot in front of buildings 15, 16, & 17. Ruth Nolder and Elaine Schmidt reviewed the maps online. Ruth is researching at town hall.
- Met with Candace Palmer, Land Use Enforcement Agent for the town, to review the pond and encroachment of grass, weeds, etc. New permits will be needed before work can be done in the spring.
- The UConn nurses came on October 31st for a health fair. Several residents attended. Halloween pot luck followed.
- Christmas Bazaar was held on November 6th. Great turnout. Residents meeting in a couple of weeks to discuss how it can be improved next year.
- Ruth Nolder and Joan Driscoll cleaned the window boxes and replanted for the fall. Great job, Ruth and Joan.
- Sharon Drago, CPA will be helping with the financial reports, due to illness of interim office help. She will be helping with monthly accounting.

Report of the Tenant Commissioner

Ruth Nolder reported the following activity:

- Halloween was celebrated with a wonderful potluck luncheon. Thanks to all that helped.

- Thanks to tenants for their patience as new cabinets were installed. Everyone was thrilled with the new look.
- Thanks to Joan Driscoll for her help with the window boxes outside the community center. Great job, Joan!
- On November 6th a number of tenants offered a Christmas Bazaar in the community center. It was a huge success! Our thanks to Kathy Brown, Barbara DelBene, Joan Driscoll, Debbie Lee, Muriel McEvoy, Dorothy Post, and Vera Shaw. We really appreciate your efforts in making this a great event.
- In an effort to capture the past history of work done on individual units, Ruth has put together a database of when units were painted. Ruth appreciated those who helped reconstruct this information. It will be a tremendous help in the future planning process.
- Next two events will be Thanksgiving and the Holiday dinner. A reminder, the Holiday Dinner is December 6th at 5pm. Four Boy Scouts and two Girl Scouts will be here to help deliver dinners to the homebound.

Unfinished Business

- Bylaws need to be updated and have been sent to Pro Bono Partnership for review and advice. They will also be helping with the conflict of interest policy.
- The auditors have recommended a separate bank account for resident deposits (pet deposits, etc.). A motion was made by Tom Hyland to open an account for this purpose; Ruth Nolder seconded. Motion passed 4-0-0.
- Tom Hyland made a motion establishing a 2014 meeting schedule for the second Tuesday of every month at 4pm; Julie Savin seconded. Motion passes 4-0-0.

New Business

- New slate of officers- Tom Hyland made a motion to keep the officers the same as they are now. Ruth Nolder declined the position of Vice Chair. Discussion ensued. Tom Hyland amended the motion to accept the slate of officers to include Jim Kelley as Chair, Jim Kelley as temporary Vice-Chair, Tom Hyland as Secretary, and Julie Savin as Treasurer; Julie Savin seconded. Motion passed 4-0-0.
- Tom Hyland made a motion to hire Mahoney & Sable to do audit; Jim Kelley seconded. Motion carried 4-0-0.
- Jim Kelley asked for further issues from commission members and comments from residents.
 - Janice Bogue asked about visiting dogs. Elaine Schmidt clarified that guest dogs are welcome (on a leash).
 - Joan Driscoll thanked the board of commissioners for hiring Elaine as the Director.
 - Rosanne Cullen thanked Ruth Nolder for all that she has done as tenant commissioner.

Tom Hyland made a motion to adjourn; Ruth Nolder seconded. Motion carried 4-0-0. Meeting adjourned at 4:25pm.

Respectfully submitted,



Thomas J. Hyland, Secretary