

**Final
Stonington Housing Authority
Regular Board Meeting Minutes
March 14, 2024
4:30 PM 45 Sisk Drive
Pawcatuck CT 06379**

Call to Order

The Chair called the meeting to order at 4.38 pm

Roll Call

Those in attendance were Chair, Kate Careb, Vice Chair, Julie Savin, Executive Director, Marcia Sullivan, Commissioner Kathy Wahl, Commissioner John Connelly, and Commissioner Lisa Reid.

Approval of Minutes

Commissioner Wahl made a motion to approve minutes from January 11, 2024 meeting. Commissioner Savin seconded. Minutes approved.

Election of New Officers

Commissioner Savin nominated Kate Careb for Office of Chair. Commissioner Careb nominated Julie Savin for Office of Vice Chair. Commissioner Careb nominated Lisa Reid for Office of Treasurer. Commissioner Careb nominated John Connelly for Office of Secretary. Commissioner Wahl made a motion to elect the slate of officers nominated and there was a unanimous vote to elect the slate of officers nominated.

Increase to base rents, effective May 1, 2024

Commissioner Careb made the motion to increase base rents by 4% on May 1, 2024. Commissioner Savin seconded. The motion was passed unanimously.

Treasurers Report

Commissioner Reid read the Treasurer's Report. Liberty Bank Security Deposit: \$23,492.06, Liberty Bank Repair/Maintenance Reserve: \$32,820.33, Berkshire Bank Business Checking: \$91,004.88, Berkshire Operating Reserve: \$202,444.94, Westerly Community Credit Union Savings: \$155,048.69. The total as of 02/29/2024 (excluding security deposits) is \$481,318.84. Westerly Credit Union CD matured and was moved into Westerly Community Credit Union Savings. Commissioner Reid will research accounts that may have good investment opportunities for funds from the matured CD.

Report of the Executive Director

- The 2023 Annual Report is complete and submitted to Town of Stonington and DOH, as directed by CHFA

- Worked with Fenton and Ewald to complete 2023 year-end financials. 2022/2023 items being compiled and submitted to auditor
- Radon testing and mitigation, as required by CHFA for receipt of tax credit funds, is complete. Contractor states that annual electrical cost per mitigation system is approximately \$80.00. Residents in units with mitigation systems will be reimbursed \$80.00 annually, recorded as an agency electricity expense
- Preparing an application for a NAHRO Agency Award under the Resident and Client Services category for the food pantry
- HTCC projects

Radon mitigation. Initial/confirmatory testing complete. Four units required mitigation systems, which are installed and operating. Post mitigation test results show units are successfully abated.

Retention pond restoration. Contractor who estimated the project for the funding application has since retired. Five additional contractors were contacted. Three did not respond. Two made site visits to quote the job; one submitted an incomplete response. Cherenzia Construction will schedule during "dry season" specified by engineer. Total is \$144,055 (estimated; potential variables include removal of boulders not yet visible; unknown pipe runs)

Patio. Design contractor is working on pricing and delivery for the pavilion and preparing specifications for concrete contractors

Interior walkway repair. Waiting for timelines for first two projects before getting quotes/scheduling

- All tenants were mailed notices of proposed rent increase and invited to attend a meeting to discuss and/or submit written comments. Held two meetings. 12 residents attended. All attending would like the Board to opt for the 4% increase. All attending understand that residents paying base rent will see an increase; residents paying income-based rents will continue to pay 30% of income, which is adjusted if income or allowable deductions change. Received no written comments.
- Two trees on the property need to be removed because of interference with drainage. Multiple quotes were received and we planned on having the trees removed and the stumps ground.
- Insurance company made recommendations during their inspection of the site. Expired fire extinguishers should be removed from outdoor closets at units. There are boxes in the garage that we are in the process of shredding. The boxes need to be removed. The garage needs a roof and they would like a plan within the next sixty days. There is leaking in some areas.

Maintenance and Asset Management Report

- Cleaned up after four snow events.
- Assisted contractor with radon mitigation testing, retesting and device installations on three buildings.

- Assisted with the national soup day luncheon.
- Removed all interior/exterior holiday decorations and lighting.
- Pantry visits on 01/23/2024 and 02/08/2024.
- Assisted with the pancake breakfast.

Upcoming projects for March/April: Annual Mitsubishi Mini Split Maintenance, 2023 annual inspections punch list, ready garden beds.

Commissioner Wahl made a comment about the wonderful job Ron did removing snow during storm. Residents present agreed.

Report of the Tenant Commissioner

A tenant's meeting was held on February 29, 2024.

- Discussed status of upcoming pond project. Tenants realize that once the construction has begun, there will be noise and other disruptions to everyday life. Tenants who attended meeting expressed their commitment to assisting management throughout the project. Tenants are excited to see the plans/drawings of the project once the contracts have been signed.
- Several tenants requested an update on curb lighting for main entrance road.
- A tenant requested an update on possibly soundproofing common kitchen walls in the units.
- There was a brief discussion about installing car ports for parking during winter months.
- The tenants at the meeting expressed concerns regarding the use of surveillance footage to monitor tenants in the common areas. It was agreed among the tenants at the meeting that a written policy regarding surveillance of tenants is needed.

Marcia informed the board that Ron had a plan to install disc reflectors at the curbs, but is waiting for warmer weather because it is easier to drill into concrete when it is warmer.

The board stated that they felt the surveillance is necessary to keep residents and staff safe. Commissioner Wahl expressed concern that cameras can be seen by staff at any time on their phones by using an app. It was explained that the app is the only way to get footage to the police department. The current system installed is difficult to use without the phone application. It was agreed that a written policy should be implemented. Marcia agreed to write and implement a policy.

New Business

No new business

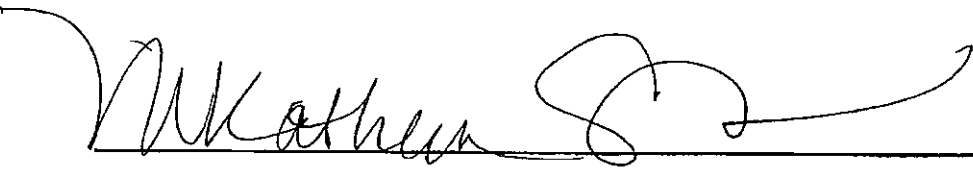
Public Comment

- Walter Allen mentioned that there were two pines trees near his building that should be removed. Ron will reach out to contractor and get an estimate.
- Louise Bray mentioned she had someone try and come into her back door. She also has confronted a person going through our recycling bins. The board members urged her to call the police next time and not confront someone herself.

- Louise Bray mentioned electrical outlets not being sufficient around sink. She was told to put in a work order for Ron.
- Joan Driscoll requested dead bolt locks on back doors. Some units do have them. Marcia will call a locksmith and get a price.
- Debora Lee thanked Julie & Kate for volunteering their time to the Edythe K Richmond homes for so many years.
- Joan Driscoll expressed her gratitude for Marcia, Ron & Laura for the work they do for the residents.
- Louise Bray suggested that wiring be checked between walls if it is ever decided to soundproof walls because of the age of the units.

Adjournment

A motion was made by Julie Savin to adjourn the meeting. The motion was seconded by Kathaleen Wahl. Meeting was adjourned at 5.35 pm.


Kate Careb, Chair

5/9/24
Date