

**Stonington Housing Authority
Regular Meeting
July 13, 2023
4:30 pm
45 Sisk Drive Pawcatuck CT
Minutes - FINAL**

Call To Order: Meeting called to order at 4.31 pm

Roll Call:

Those in attendance were Chair Kate Careb, Commissioner Beth Leamon, Commissioner Kevin Beverly, Executive Director Marcia Sullivan, and Property and Services Manager Laura Davies.

Commissioner Julie Savin was absent.

Minutes of the Previous Meeting:

A motion was made to approve the minutes from May 11, 2023. The motion was seconded and the minutes were approved.

Reading of The Treasurers Report: Commissioner Leamon read the Treasurers Report. Liberty Bank Security Deposit Account shows a balance of \$20,984.22, Berkshire Bank Business shows a balance of \$96,695.37, Berkshire Bank Money Market shows a balance of \$183,205.12, Berkshire CD shows a balance of \$9,661.78, Westerly Community Credit Union shows a balance of \$153,214.71 and Westerly Community Savings shows a balance of \$7.05.

Maintenance and Asset Management Report:

Executive Director Marcia Sullivan reported that she was unsure of a workorder classified as "urgent" and reported at the previous meeting but determined that it was an overflowed toilet in a resident's unit. The bulk of the Capital Needs amount of \$2,591.00 reported was upgrading the fire panels. There was also a new appliance for a unit and lumber for planting beds in the Community Garden. At the September meeting, Marcia will present the budget for 2024 so that it can be sent to the State. The 2023 budget had zero allotted for Capital Improvements. Marcia stated she can project 2024 from the 2022 close out with income over expenses approximately \$25,000 to \$28,000 over two years. She would like to use some of our own cash for Capital Improvements. One pressing need is that the units on the hill are in need of replacing the HVAC units. They have not been upgraded and the units are starting to fail. A lot of money is being spent on repairs and it makes sense to replace at this point. Commissioner Careb asked about the cost and Marcia reported they are about \$4,500 per unit. Marcia stated that we are in a good financial position from the previous audit and it is a reasonable expenditure. Marcia stated that she can project a balanced budget without a rent increase. Commissioner Leamon agreed that not increasing rent was important.

Report of the Executive Director:

The HTCC application was submitted for \$500,000. The decision will be announced in September. First priority is to dredge, clean and improve drainage to the pond. A patio is included in the application as well as completing the sidewalk repairs. Commissioner Careb asked if there was money included for improvements to community room. There is not in this application. The pond estimate is \$140,000 and that is without any unseen issues. The patio with the cover is approximately \$170,000. The insurance renewals are done. Marcia stated that she would like to purchase a crime policy for \$706.00 per year. This protects against employee

fraud, computer fraud, forged credit cards and forged checks. It was agreed that the coverage be purchased and no vote was needed.

Resident Commissioner Election will be August 1 and 2 and Marcia will notify the town when we have a new commissioner.

Resident survey had less than a third of residents respond. The survey got primarily a high level of positive responses.

Executive Director Sullivan mentioned that she had a vision in the future of obtaining money for a walking path, noise reduction in units, outdoor seating and new exhaust fans in units.

Report of the Resident Commissioner:

Laura Davies read the report this month.

Mass on Saturdays at 3.30. Community supper held on May 20th after Mass.

Crafting on 5/19 and 6/15

Bingo every other Tuesday at 1.00 pm

Art Therapy on the first & third Tuesdays with dinner served after one of the sessions monthly

Flowers planted on May 17th

Food distributed on 5/16 & 6/20

Birthday celebrations on 5/18 & 6/21

Homebound library delivery began in June.

Live music on 5/19 and 6/16

Memorial Day BBQ on 5/24

July 4th BBQ on 6/30 with live music at each event

Yard of the month started in June and will run through August. Winner gets a \$20.00 Walmart card.

Public Comment:

Joan Driscoll asked again about dumpster enclosures. Marcia stated that we got an estimate of \$30,000. Concrete pads must be poured. The conversation was had that we should look into this more to see if this can be achieved at a lower cost.

A motion was made to adjourn. Meeting was adjourned at 5:02 pm.

Respectfully submitted



Marcia Sullivan, Executive Director/Clerk