

**SOMERS HOUSING AUTHORITY  
63 Battle Street  
Wood Crest  
Somers, CT 06071**

**MINUTES OF THE SPECIAL MEETING – MARCH 26, 2008**

**The Special Meeting of the Somers Housing Authority was called to order by Chairman, Brian DuPerre at 7:40 p.m. in the Wood Crest Meeting Room.**

**1. Roll Call**

Commissioners in Attendance: Brian DuPerre, Lois Matczak, MaryLou Hastings, Gil Rivard, Bob Landry and Tony Pellegrino.

Others in Attendance: Consultant Harvey Edlestein (Real Estate Diagnostic, Inc.), First Selectman, David Pinney and Joan Jaquith (Recording Secretary)

**2. Reading and Approval of the minutes of the previous regular meeting and any intervening special meeting.**

The minutes of the March 19, 2008 Regular Meeting were distributed.

Not all commissioners were able to read the minutes prior to the meeting due to late distribution. Bob Landry moved to postpone the approval of the March 19, 2008 minutes to the next scheduled meeting. The motion was seconded by Gil Rivard. The motion passed 6-0.

It was suggested that the meeting minutes not include others in attendance unless they address the commissioners.

It was noted that the agenda for tonight's meeting should say "Special" meeting, not "Regular" meeting.

**3. Bills and Communications**

Harvey Edlestein presented and discussed invoices due for payment: The invoices presented will be forwarded to DeMarco Management Corp.

The smaller invoices will be paid out of the development fund and the fund will be reimbursed from the small city funds.

A discussion was held to clarify who has final approval on the invoices and who is responsible for signing checks. Mr. Edlestein approves the invoices and Somers Housing Authority, Inc. signs the checks.

Mr. Edlestein stated that he will consult with DeMarco Management Company to determine what funds are available. Based on that information, he will prioritize the invoices and develop a payment schedule. He will present a development budget at the next meeting...

#### **4. Report of the Executive Director**

Executive Director, Tony Pellegrino reported that he received a fax from DeMarco Management Corp. requesting that individual Wood Crest tenants authorize Connecticut Light & Power Company to release the record of their electric usage for the past 12 months to DeMarco Management Corp.

Mr. Edlestein explained that this is necessary so that Sun America can assess the basic housing cost for the tenants.

Mr. Edlestein also stated that he does not anticipate that housing costs will increase; however, rents may go up.

Tony reported that he has most of the tenant's authorizations.

#### **5. Reports of Committees – Project Update/Financing Update**

§ It was noted that there is an outstanding bill for Wiggin & Dana Law Firm. A discussion was held regarding who has authority to call attorneys. Mr. Edlestein explained that Wiggin and Dana specialize in affordable housing tax credit compliance and he should be the only one authorized to contact them. Any legal questions should be directed to Mr. Edlestein to research. Wiggin and Dana will remove unauthorized charges for services from their bill.

§ Mr. Edlestein presented a commitment letter for the construction loan to be signed by a representative of Somers Housing Authority, Inc. Gil Rivard signed the commitment letter.

§ Mr. Edlestein presented a proposal for Check Processing Procedures that states only one signature is required on checks. Gil Rivard stated that the by-laws of Somers Housing Authority require two signatures and the by-laws would need to be modified to approve the proposal as written.

The proposal will be revised to state that two signatures will be required on checks and brought back to the next meeting for adoption.

Any two commissioners of the Somers Housing Authority can sign checks. Tony Pellegrino will notify Rockville Bank that Bob Landry and Mary Lou Hastings will stop by to sign signature cards. All other commissioners' signatures are on file at the bank.

§ A question was raised regarding DeMarco Management Company's experience with affordable housing. Mr. Edlestein will review their resume.

§ Mr. Edlestein presented a Findings of Fact memo and reported that the deed for the thirteen acres has not yet been received.

§ Chairman, Brian DuPerre, presented a draft of a press release. A few wording changes will be made before it's released.

Brian DuPerre reported that he has been contacted by the *Journal Inquirer* regarding the project. Brian recommended that Mr. Edlestein present an update on the project to the reporter and Brian will report on the participation and efforts of all who have been involved in project. Representative Penny Bacchiochi has notified Governor Rell about the project.

§ A walk through of the building site will be held on Saturday, April 12, 2008. Pictures will be taken for publication.

§ Mr. Edlestein stated that for the next three weeks he will be focusing his attention on working with the various utility companies in order to complete a road into the site. He will also be involved in getting the Sun American deal closed so he can move forward on the loan.

Sun America has been interviewing tenants and confirming that all parts of the project will qualify for tax credits.

§ Gil Rivard raised a question about whether or not the officers and director of Somers Housing Authority are covered by liability insurance and if there is coverage, does the insurance transfer to members who are also serving on the Somers Housing Authority, Inc. board. Gil will pursue this issue with the insurance carrier and will request that the details of the coverage be put in writing.

A question was raised regarding what type of insurance Mr. Edlestein carries. His contact will be reviewed to determine what his insurance covers. Brian will send an electronic copy of Mr. Edlestein's contact to all the commissioners.

## **6. Unfinished Business – Interview Steno**

Joan Jaquith was interviewed by the commissioners for the position of Somers Housing Authority Recording Secretary.

Gil Rivard motioned to hire Joan Jaquith as the Recording Secretary of the Somers Housing Authority at a flat fee of \$85.00 per meeting. The motion was seconded by Bob Landry and passed 6-0. Joan started in this position this evening.

## **7. New Business – Election of Treasurer/Appointments/Removal of Directors/Special Meetings**

§ Gil Rivard moved to hold an election for Treasurer of the Somers Housing Authority. The motion was seconded by Lois Matczak. The motion passed 6-0.

Nominations for treasurer were opened. Gil Rivard nominated himself for treasurer, seconded

by Lois Matczak. Nominations were closed. Gil Rivard was elected Treasurer of Somers Housing Authority by a vote of 6-0. Bob Landry will serve as Assistant Treasurer.

§ Chairman Brian DuPerre stated that there is no longer a need to schedule special meetings; however, if the need should arise, he will call a Special Meeting. The Somers Housing Authority will resume its regular meeting schedule. The next regular meeting is scheduled for April 16, 2008.

§ Lois Matczak resigned from the Somers Housing Authority, Inc. until the issue of insurance coverage is resolved. Lois will submit her resignation in writing to Gil Rivard.

Mary Lou Hastings motioned to adjourn the meeting at 9:52 p.m. The motion was seconded by Gil Rivard. The motion passed 6-0.

Respectfully submitted,

Tony Pellegrino  
Executive Director

Joan Jaquith  
Recording Secretary

These minutes are not official until approved at a subsequent meeting.

**April 16, 2008 Minutes approved with the following corrections:**

**Item #6 Unfinished Business – Interview Steno**

**2<sup>nd</sup> paragraph - “Motion Passed 6-0” corrected to “Motion Passed.”**

**Item #7 New Business**

**1<sup>st</sup> and 2<sup>nd</sup> bullets - “Motion Passed 6-0” corrected to “Motion Passed.”**

**Last statement of page 3 - “Motion Passed 6-0” corrected to “Motion Passed.”**