

**HOUSING AUTHORITY OF THE TOWN OF SOMERS
SHA, INC.
SOMERS HOUSING MANAGEMENT, INC.
Somers, CT 06071**

MINUTES OF THE REGULAR MEETING – July 16, 2008

Prior to the start of the meeting, Chairman DuPerre and the members of the housing authority expressed their sadness on the passing of Lois Matczak and extended their condolences to Lois' family. Lois will be long remembered for her dedication to the elderly and the housing authority.

1. Call to Order

Chairman DuPerre called the regular meeting of the Somers Housing Authority to order at 7:32 p.m. in the Woodcrest Community Room.

2. Attendance

Chairman DuPerre introduced and welcomed Diane Yenson. Diane will serve as a commissioner of the Housing Authority of the Town of Somers and a member of the boards of SHA, Inc. and Somers Housing Management, Inc. Diane introduced herself and presented her background. Diane has been involved in property management for over 25 years.

Commissioners:	Brian DuPerre, Mary Lou Hastings, Bob Landry, Diane Yenson
Executive Director:	Tony Pellegrino
Ex Officio:	Hon. David Pinney

Others in Attendance: Consultant James Welter, II, Real Estate Diagnostic, Inc., Marie DeMarco, DeMarco Management Corporation, Angel Lopes, DeMarco Management Corporation, Cindi Parker, Resident Service Coordinator, and Joan Jaquith, Recording Secretary.

3. Approval of the June 25, 2008 Special Meeting Minutes

Bob Landry MOTIONED to approve the June 25, 2008 Special Meeting Minutes pending review by Attorney Peter Blasini. Mary Lou Hastings SECONDED the motion. The motion passed.

Attorney Blasini will be asked by Chairman DuPerre to verify that the correct titles were used for the housing authority members of the various entities referred to in the resolutions that appear in the June 25, 2008 Special Meeting Minutes.

4. Bills and Communication

Bills and communication were presented, discussed and distributed to the appropriate person(s) for processing.

Chairman DuPerre explained that mail for the housing authority is delivered either to a mailbox located at Town Hall or to Woodcrest directly. Tony deals with the mail delivered to Woodcrest, however, Chairman DuPerre is unable to pick-up the mail at Town Hall in a timely manner and requested that Angel Lopes be the responsible party to pick-up the this mail and distribute it to the appropriate parties. Angel agreed to do this task.

5. New Business

5.1 Introduction of new Commissioner – Diane Yensen

This was done under Item #2 – Attendance.

5.2 Community Furniture/Accessories/Rockers, etc.

It is still not clear what is needed and if there is funding available to purchase community furniture and accessories. Diane Yensen stated that she has several contacts and might be able to help get some of the items once the needs are identified. Diane will attend the weekly construction meetings to get more information on what is needed and what funding is available.

Chairman DuPerre will contact local businesses for donations of furniture and other items.

5.3 Building/Tenant Rules and Regulations

Chairman DuPerre stated that there is a need to develop rules and regulations for the new building and tenants. Chairman DuPerre requested that this be done and published prior to the tenants moving into the building in October to allow enough time for the residents to review them. Maria DeMarco will provide a sample of rules and regulations used for other housing authorities for the housing authority members to use as a model to develop rules and regulations specific to this project.

Review, discussion and possible adoption of rules and regulations will be placed on the August 20, 2008 agenda.

5.4 New Positions/Job Reclassifications

Chairman DuPerre stated that Tony Pellegrino has been serving in the capacity of Executive Director since 1993. DeMarco Management Corporation is now doing many of the duties and responsibilities that Tony has been in charge of; however, there are still many things that Tony is asked to do. Chairman DuPerre and Harvey Edlestein (Real Estate Diagnostic, Inc.) are working on developing a new position defining responsibilities for Tony's position. Nothing is finalized at this time.

Chairman DuPerre stated that they need one more commissioner/housing authority member to fill the vacancies of the five-member board. A new commissioner/housing authority member will be selected prior to the August 20th meeting.

Once the board is complete, a vice chairman and secretary will be elected.

6. Old Business

6.1 Project Update

James Welter (Real Estate Diagnostic, Inc.) reported that the closing with both Sun America and Rockville Bank has been completed following a very arduous process. Mr. Welter stated that Real Estate Diagnostic, Inc. is continuing to apply for grant money for this project.

Mr. Welter stated that the construction is on track and the new building is scheduled to open in October 2008.

Mr. Welter presented the following resolution to pursue an easement with the Town of Somers for approval:

RESOLVED: that the Woodcrest Elderly Housing Limited Partnership is hereby authorized to pursue a Drainage Easement with the Town of Somers in connection with the development of the initiative known as "Woodcrest Affordable Housing Expansion – Phase 1," as indicated on the ALTA/ACSM Land Title Survey prepared for the Housing Authority of the Town of Somers, Battle Street, Somers, CT, by Gardener and Peterson Associates LLC, dated 10-3-2007, sheet number 1 of 3, or as updated since then, and is hereby authorized to carry out all necessary activities pursuant to same, and that Brian DuPerre is hereby authorized to sign any and all necessary documents and to carry out any and all related activities pursuant to same.

Bob Landry MOTIONED to adopt the above resolution as presented. Mary Lou Hastings SECONDED the motion. The motion PASSED. Chairman DuPerre signed the resolution.

Maria DeMarco (DeMarco Management Corporation) reported that notices will be mailed on July 17, 2008 to every resident who will be moving to the new building notifying them that they will be moving in no sooner than in 90 days as required by Sun America. Angel Lopes (DeMarco Management Corporation Relocation Advisor) and her team will meet with each resident one-on-one to determine individual requirements and to respond to questions. Family members or others involved with the resident will be invited to attend these meetings. Cindi Parker, Resident Service Coordinator, will attend as many of these meetings as possible.

In addition, letters will be sent to people on the waiting list informing them that there will be four units available. The letter will include instructions on how to apply and whom to contact. A new list will be developed from the applications that are received that meet the state affordable housing income requirements. The housing authority needs to clarify if the housing is just for the elderly.

Mrs. DeMarco requested that all questions from residents regarding the relocation and from the people on the waiting list or others be directed to her so that there is no miscommunication.

There will be a substantial rent increase for new residents; however, current residents will only have a small rent increase each year. A new budget for 2009 will be developed that will reflect the rent increases.

Mrs. DeMarco requested that a meeting be scheduled with all the commissioners so she can bring everyone up-to-date on the project.

Chairman DuPerre requested that a bullet list be prepared for the housing authority and the town outlining what and when communication is going out and to whom.

7. Executive Director's Report

Tony Pellegrino reported that he is still doing a lot of work that should be done by DeMarco Management Corporation.

8. Other

Chairman DuPerre will try to schedule a walk through for the commissioners on Saturday, July 19, 2008.

9. Adjournment

Mary Lou Hastings MOTIONED to adjourn the meeting at 9:30 p.m. The motion was SECONDED by Bob Landry. MOTION PASSED

Respectfully Submitted,

Tony Pellegrino
Executive Director

Joan Jaquith
Recording Secretary

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