

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

MINUTES OF THE SPECIAL MEETING – September 15, 2008

1. Call to Order

Chairman DuPerre called the special meeting of the Somers Housing Authority to order at 7:10 p.m. in the Woodcrest Community Room.

2. Attendance

Commissioners: Brian DuPerre, Mary Lou Hastings, Bob Landry, and Diane Yensen
Chairman DuPerre noted that there is still one vacancy to be filled to complete the five-member Board of Commissioners. Ms. Yensen presented a name of a person who may be interested. Mr. Pinney will contact this person.

Ex Officio: Hon. David Pinney

Others in Attendance: Consultant Harvey Edlestein, Real Estate Diagnostic, Inc., Marie DeMarco, DeMarco Management Corporation, Cindi Parker, Resident Service Coordinator, and Joan Jaquith, Recording Secretary.

3. Tour of Model

Prior to the start of the meeting the commissioners did a walk-through of the model unit that will be shown to the tenants on September 17, 2008.

4. Presentation of the detailed Relocation Plan

Mr. Edlestein and Ms. DeMarco presented the following overview of the Relocation Plan that is on file.

- There are 54 units available. There are approximately five units not yet assigned. This number will fluctuate right up to the moving date.
- Rents will not increase for current tenants until July 2009. Rent increases will be determined using the HUD guidelines, which is in line with the cost of living. Rent increases will occur annually in July.
- Moving into the new building is scheduled for October 20-27, 2008. Thirty people will be moved within this seven-day period. A moving company has been hired. The movers will do all the packing, unpacking and furniture placement.
- DeMarco Management will have staff on-site to help tenants set-up their units and to address problems.
- An Opening Ceremony will be planned after everyone has moved in.

5. Review of the Low Income Housing Tax Credit Rules as they relate to Woodcrest

- Ms. DeMarco requested permission from the commissioners to offer a \$1000.00 incentive to tenants who volunteer to stay in the new building permanently. The commissioners gave their permission to offer this incentive at the September 17, 2008 Relocation Meeting.

Once a tenant agrees to stay in their new unit permanently and receives the \$1000.00 they give up their right to return to their old unit after they are rebuilt.

The purpose of this incentive is to guarantee 26 units as “units in service” which is a requirement that the investor, Sun America, must meet to qualify for tax credits.

- Per Section #42 in the Internal Revenue Tax Code as it pertains to low income tax credit housing projects, all current residents and all new applicants will be required to go through a screening process to verify personal and financial information. This screening process will be done twice, year one and two of occupancy. After the second year the resident will not be required to go through the qualifying process.

One-on-one tenant selection meetings will be scheduled with all current residents to obtain mandated information. This information must be supplied to certify that the resident(s) is qualified to live in the facility. If a resident chooses not to release personal and financial information they will not be able to stay at Woodcrest.

Criminal background checks will be conducted on all tenants.

6. Approve Tenant Selection Plan

The commissioners approved the Tenant Selection Plan as outlined in Agenda Item #5.

7. Status of Marketing

Marie DeMarco stated that she is waiting for a ruling from CHFA as to whether Woodcrest will be defined as strictly an elderly complex (age 62 or over) or a housing complex for elderly and disabled. Once this is determined, Ms. DeMarco will contact the people currently on the waiting list and will explain the qualification requirements and the rent structure. Marketing to fill the rest of the Woodcrest community cannot be done until a ruling is made by CHFA.

Rents for new tenants will range from \$580 to \$700.

8. Preparation of Resident Tour/Relocation Meeting on September 17th

Mr. Edlestein and Ms. DeMarco reviewed the schedule for the resident tour of the new building. The tours will start at 10:30 a.m. A bus will shuttle residents in small groups back and forth from the building.

A relocation meeting agenda was prepared for September 17th. A revised agenda for this meeting will be posted in Town Hall.

Applications and information packets will be prepared and available at the relocation meeting.

Mr. Edlestein will contact SHA’s insurance provider to secure liability insurance coverage for the day of the tour. The town Fire Marshal will be contacted.

8. Adjournment

Mary Lou Hastings MOTIONED to adjourn the meeting at 8:50 p.m. The motion was SECONDED by Bob Landry. The motion passed.

Respectfully Submitted,

Joan Jaquith
Recording Secretary

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