

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

MINUTES OF THE REGULAR MEETING – October 15, 2008

1. Call to Order

Chairman DuPerre called the regular meeting of the Somers Housing Authority to order at 6:35 p.m. in the Woodcrest Community Room.

Chairman DuPerre stated that there is still one vacancy on the board.

2. Attendance

Commissioners: Brian DuPerre, Mary Lou Hastings, Bob Landry, and Diane Yensen

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

3. Approval of the September 15, 2008 Special Meeting Minutes and September 17, 2008 Regular Meeting Minutes

Mary Lou Hastings MOTIONED to approve both the September 15, 2008 Special Meeting Minutes and the September 17, 2008 Regular Meeting Minutes as presented. Diane Yensen SECONDED the motion. The motion passed.

4. Bills and Communication

4.1 Bills

4.1.1 Mr. Edlestein presented an invoice from All Phase Construction Company to be paid out of the small cities dedicated account.

4.1.2 Chairman DuPerre requested that DeMarco Management Company present a financial report be presented at every SHA meeting.

4.2 Communication

Chairman DuPerre stated that all SHA communication received at Somers Town Hall is forwarded to DeMarco Management. This process will continue.

5. Opportunity to Add or Delete Agenda Items

5.1 Mr. Edlestein requested that "Funding Sources" be added to the agenda. Mary Lou Hastings MOTIONED to add this item to the agenda under New Business as item 7.6. Bob Landry SECONDED the motion. The motion passed.

6. Old Business

6.1 Project Update

- Mr. Edlestein reported that the project is on time and on budget.
- A temporary Certificate of Occupancy will be issued on October 17, 2008 and an official transfer of the building to the Housing Authority of the Town of Somers and Somers

Housing Management, Inc. will be completed. The official address of the new building will be 71 Battle Street. A walk through will be held at 9:30 a.m. on October 17, 2008.

- The mailboxes have been installed and DeMarco Management Company will be responsible for notifying the Somers post office of the change of address for the tenants who are relocating. The Somers Postmaster selected the location of the mailboxes.
- Mr. Edlestein is in the process of completing the items on the project punch list and stated that all repairs and corrections will be done by Monday, October 20th. New problems will be corrected as they are identified.

6.2 Relocation

- A meeting has been scheduled for Friday, October 17th with the tenants who are moving into the new building.
- The relocation move will begin the week of October 20th. DeMarco Management staff will be available to help the tenants settle into their new residence.
- There are still some tenants who need to be certified.
- Twenty people have agreed to move into the new building permanently. A total of twenty-six people will be relocated.
- A For Rent sign will be placed on the property. The units will be available in November for viewing by prospective tenants. Maria DeMarco stated that there has been a lot of interest. Security deposits will be required from all new tenants.
- Coin operated washers and dryers have been rented on a temporary basis. No contract has been signed. DeMarco Management is negotiating a contract for permanent coin operated washers and dryers.
- Furniture will be available through HUD for residents in need of furnishings and a “swap shop” will be set-up. A plan for donating furniture and household items will be developed.

7. New Business

7.1 Election of Officers/Directors of Both Legal Entities

Bob Landry MOTIONED to elect Diane Yensen as Vice President of Somers Housing Management, Inc. and Vice Chairman of the Housing Authority of the Town of Somers. Mary Lou Hastings SECONDED the motion. The motion passed.

Chairman DuPerre noted that the office of Secretary of both entities is still unfilled.

7.2 New building logistics for proper HATS and SHM, Inc. office space

A discussion was held regarding the location of HATS/SHM office space. Currently the office location is on the second floor of the new building. Chairman DuPerre stated that this location was not suitable for the commissioners/directors to conduct official business.

It was decided that the HATS/SHM office would be located on the first floor across from DeMarco Management’s office on a temporary basis. The Resident Service Coordinator’s office will be relocated to the second floor office space on a temporary basis.

Chairman DuPerre requested that in the future all building space decisions be brought to the board for approval.

Office furniture and equipment have been purchased for all offices.

HATS/SHM meetings will be held in the conference room.

7.3 New building community furniture and amenities

Diane Yensen was able to purchase furniture for the community rooms at very reasonable

prices.

7.4 Opening Ceremony

The Opening Ceremony is scheduled for November 13, 2008 at 1:30 p.m. Mr. Edlestein will be responsible for sending out official invitations. Currently, State Senator John Kissel State Rep. Penny Bacchioni, and Joan McDonald, Commissioner of DECD will be attending the ceremony. Invitations will be extended to other elected officials.

7.5 Plaques

Chairman DuPerre is working with James Welter from Real Estate Diagnostic, Inc. on designing and purchasing plaques that will be given in recognition to those who were involved in the project.

7.6 Funding Sources

- Mr. Edlestein reported that the funding sources are almost expended in regard to the construction loan.
- A closing date for bonding in the amount of \$887,000 will be scheduled soon.
- Northeast Utilities has donated a half a million dollars to the project.

8. Resident Questions/Concerns (Mary Lou Hastings)

Mary Lou Hastings reported that she is working with Maria DeMarco to resolve tenant concerns.

9. Other

- 9.1** Maria DeMarco reported that Cheryl Lallier has been hired to be the full time manager of the building.
- 9.2** The official name of the new building is Wood Crest Center.
- 9.3** A planning meeting will be scheduled prior to the open ceremony date.
- 9.4** Tenants will need to have picture identification. Chairman DuPerre will contact the state trooper's office and/or the Somers Fire Department to see if they can help with this task.

10. Adjournment

Diane Yensen MOTIONED to adjourn the meeting at 8:19 p.m. Mary Lou Hastings SECONDED the motion. The motion passed.

Respectfully Submitted,

Joan Jaquith
Recording Secretary

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