

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

**MINUTES OF THE REGULAR MEETING – February 18, 2009**

**1. Call to Order**

Chairman DuPerre called the special meeting of the Housing Authority of the Town of Somers and the Somers Housing Management, Inc. to order at 6:40 p.m. in the Wood Crest Center Community Room.

**2. Attendance**

**Commissioners Present:** Brian DuPerre, Diane Yensen, Mary Lou Hastings, Joan Jaquith and Bob Landry

**Commissioners Absent:** Ex Officio: Hon. David Pinney

**Others in Attendance:** Maureen Corley and James Welter (Real Estate Diagnostics), Ron Gatlick and Cheryl Lallier (DeMarco Management Corporation), Cindi Parker (Resident Service Coordinator), William Guzie (Bill's Landscaping)

**3. Approval of Meeting Minutes**

**3.1 January 21, 2009**

It was MOVED (Bob Landry) SECONDED (Joan Jaquith) to approve the January 21, 2009 Regular Meeting minutes as presented. MOTION PASSED

Beginning with the March 18, 2009 meeting, the meetings of both entities, Housing Authority of the Town of Somers and Somers Housing Management, Inc., will be separate but will continue to meet on the same date. The Housing Authority of the Town of Somers meetings will be public meetings; however, the meetings of Somers Housing Management, Inc. will not be public meetings. Agendas and minutes will be prepared for both entities.

**4. Financial Reports**

**4.1 2008 Operating Budget**

Chairman DuPerre reported that he is in the processes of resolving concerns that were raised at the January 21, 2009 meeting.

**4.2 2009 Operating Budget**

The commissioners reviewed the 2009 financial report presented by DeMarco Management, Inc. Diane Yensen and Chairman DuPerre had several questions and concerns regarding specific items on the report.

Diane Yensen requested to see all the invoices for the items in question. Diane requested to see the contract for water testing.

A discussion was held regarding closing the second Woodcrest office to lower expenses for phone services.

Diane suggested that a Home Depot supply account be opened to lower the expenses for maintenance supplies.

SunAmerica is requiring that the master key system currently in place in the new building be changed necessitating the building to be re-keyed.

The locked key box needs to be coded and the code placed in a secure location away from the key box. James Welter will follow-up on the key issues with Mr. Edelstein.

#### **4.3 Development Budget**

No development budget was presented.

### **5. Communication**

#### **5.1 Public Comment (added under Item 8. Add or Delete Agenda Items)**

William Guzie, Bill's Landscaping, presented information regarding his company and the snow removal services provided.

A snow removal contract has been signed with Bill's Landscaping for the remainder of the snow removal season. Mr. Guzie reported that his men are constantly monitoring the condition of the property and there is no longer a need for DeMarco to monitor the property on weekends. Mr. Guzie stated that although they monitor the property during the weekends, they still must be notified when services are required.

Mr. Guzie stated that there is an issue with moving cars for snow removal and he has a plan that has worked well in other apartment complexes. He will schedule a meeting with the residents to explain the plan.

Bob Landry expressed concern regarding some of the language in the Bill's Landscaping contract. Mr. Guzie will meet with Mr. Landry to address his concerns and modify the contract if appropriate.

### **6. Construction Meeting(s) Report**

#### **6.1 Ice build up issue resolution**

Two separate drains, with an underground drain, will be installed in the spring which should resolve the icing issue.

#### **6.2 Lighting outside Unit 63**

Cheryl Lallier reported that there is now a light installed in this area.

#### **6.3 Power surge issue**

Cheryl Lallier reported that she contacted CL&P and two meters have been placed in the electric room to monitor the situation. CL&P will report if the problem is related to the power lines.

#### **6.4 Other**

There is still an issue with wind coming through the pocket doors in some of the units. This problem will be investigated.

### **7. Management of Property Update**

#### **7.1 Snow Removal Contract**

Discussed under 5.1 Public Comment

#### **7.2 Inventory List**

The commissioners reviewed the inventory list compiled by DeMarco Management, Inc. A determination needs to be made as to what to do with some of the items on the list.

A question was raised as to when Mary Lou Hasting's dining room table that was damaged in the move will be replaced. The moving company will be contacted to see what the current status is for replacement of this item.

A question was raised regarding how many tables were originally received for the Community Room. Diane Yensen will check into this.

### **7.3 Resident Service Coordinator Contract**

A job description for the Resident Service Coordinator was presented.

There are still several unresolved issues regarding how and by whom the salary for this position has been paid. Chairman DuPerre will look into this issue.

## **8. Add or Delete Agenda Items**

- 8.1** It was MOVED (J.Jaquith) SECONDED (Mary Lou Hastings) MOTION PASSED to add Public Comment to the agenda under Communication as item 5.1.

## **9. Old Business**

### **9.1 Building Project – Phase I**

- 9.1.1** James Welter presented a resolution to modify the guaranty mortgage with Rockville Bank on Woodcrest Elderly Housing, Phase I so that the loan which the guaranty mortgage secures can be modified to an open-end note and mortgage which will allow the loan to the Woodcrest Elderly Housing Limited Partnership to be paid down with funds from DECD so that new funds from Rockville Bank can be used to payoff a mortgage to CHIF for the board's consideration.

It was MOVED (Diane Yensen) SECONDED (Mary Lou Hastings) to approve the Resolution Regarding Second Modification of Guaranty Mortgage as presented. MOTION PASSED. Secretary, Joan Jaquith, signed the resolution. (The resolution is attached to these minutes.)

### **9.2 Building Project – Phase II**

- 9.2.1** James Welter presented a resolution to take the steps necessary or desirable to develop Phase II of Woodcrest Elderly Housing Development, including, but not limited to the formation of a single asset, limited partnership as may be required or desirable under the Low Income Housing Tax Credit program, preparation of a ground lease, preparation and negotiation of a consulting agreement with REDI, and preparation of other documents as may be required or desirable to obtain additional development, construction, and permanent financing for Phase II of Woodcrest Elderly Housing Development for the board's consideration.

It was MOVED (Mary Lou Hastings) SECONDED (Diane Yensen) to approve the Resolutions Regarding Development of 73 Battle Street, Somers, Connecticut as presented. MOTION PASSED. Secretary, Joan Jaquith, signed the resolution. (The resolution is attached to these minutes.)

Maureen Corley and James Welter presented drawings of Phase II of the development project.

A discussion was held regarding what type of buildings would be constructed.

A proposal and contract from REDI will be presented within the next week. Chairman DuPerre and Diane Yensen will meet with Mr. Edelstein to review and discuss the proposal and contract submission.

There is an April 1<sup>st</sup> deadline for submission of the funding application for Phase II

## **10. New Business**

### **10.1 Replacement of Management Company**

#### **10.1.1 Winn Residential Proposal**

It was MOVED (Joan Jaquith) SECONDED (Diane Yensen) to authorize Chairman, Brian DuPerre, to sign the proposed agreement with modifications, to secure commencement of services by Winn Residential on April 1, 2009. MOTION PASSED

The commissioners will receive a copy of the contract before it is signed by Chairman DuPerre.

#### **10.1.2 Outstanding Fees (DeMarco Management, Inc.)**

It was the consensus of the board to authorize payment of the management payroll submitted by DeMarco Management, Inc.; however, the board requested reasonable explanations and documentation for the remainder of the expenses presented.

## **11. Resident Questions/Concerns**

- There is an issue regarding the number of washers and dryers available. Diane Yensen will review the contract and contact the company.
- It was reported that there are several tenant issues that the property management company is dealing with. Due to confidentiality, these issues are not to be discussed with the commissioners. Tenant issues are the responsibility of the management company and not the board of commissioners.

## **12. Other**

- Joan Jaquith reported that she purchased office supplies for the Commissioner's office and questioned if we had a tax-exempt number. Chairman DuPerre will check with our bookkeeper to determine what our tax-exempt status is and what items are considered tax-exempt.

## **13. Adjournment**

It was MOVED (Mary Lou Hastings) SECONDED (Joan Jaquith) to adjourn the regular meeting at 9:15 p.m. MOTION PASSED

Respectfully Submitted,

Joan Jaquith  
Secretary  
Housing Authority of the Town of Somers/Somers Housing Management, Inc.

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

**Minutes Approved at the February 18, 2009 regular HATS/SHM meeting.**