

HOUSING AUTHORITY OF THE TOWN OF SOMERS
Somers, CT 06071

MINUTES OF THE REGULAR MEETING – October 21, 2009

1. Call to Order

Vice Chairman, Brian DuPerre, called the meeting of the Housing Authority of the Town of Somers to order at 6:33 p.m. in the Woodcrest Center Community Room.

2. Attendance

Commissioners Present: Brian DuPerre, Bob Landry, Mary Lou Hastings, Joan Jaquith and
Ex Officio: Hon. David Pinney

Commissioners Absent: Diane Yensen (Diane informed the Chairman that she will not be available to attend meetings on a regular basis. She will try to attend every other meeting if possible.)

Others in Attendance: Harvey Edelstein (REDI), Brooke Hawkins, (Winn Residential Management Company), Cindi Parker, (Resident Services)

3. Approval of Meeting Minutes

3.1 September 16, 2009

It was MOVED (Bob Landry) SECONDED (Mary Lou Hastings) to approve the September 16, 2009 regular HATS meeting minutes as presented. MOTION PASSED

Chairman DuPerre brought to the commissioners attention a complaint he received from a resident's family regarding things that were stated in past minutes that were not accurate. Chairman DuPerre stated that the minutes reflect what was stated at the meetings.

Chairman DuPerre stated that the issues presented are being addressed and thanked the family for bringing these issues to his attention.

4. Communication

Chairman DuPerre reported receipt of the following:

- Several invoices that were reviewed and forwarded to REDI for payment.
- A credit card statement showing a past due balance and charges from May 2009. This card was issued to Somers Housing Authority in Tony Pellegrino's name. The commissioners have no knowledge of this account and requested that Brooke Hawkins contact Mr. Pellegrino to see if he has any information regarding this account. The commissioners requested that Mrs. Hawkins close the account.
- An analysis statement from Webster Bank.

5. Construction Meeting(s) Report

The commissioners were updated on the following:

5.1 House at 55 Battle Street

Harvey Edelstein reported that Rockville Bank needs a proposal from HATS stating what the plans are for this house. We have a balloon payment of \$250,000 due this month and due to the delay in funding for Phase II, the money is not available. Mr. Edelstein will negotiate with Rockville Bank for an extension while REDI prepares and submits an

application for predevelopment funds for Phase II to DECD. Mr. Edelstein anticipates that this may take up to three months.

5.2 Somers Fire Department Non-Destructive Training

The Somers Fire Department and other area fire departments are using the house on 55 Battle Street for non-destructive training every Monday night.

5.3 Garage Design

Mr. Edelstein presented the design for the maintenance garage.

5.4) Repair of Stress Cracks in Apartments

5.5) Completed Punch List for Apartment Building

Mrs. Hawkins presented the final punch list; however, it is not complete because there are several known repairs needed that are not on the list. Mrs. Hawkins will meet with the residents to ensure that all repairs are addressed. Management has been assured by the construction company that all repairs will be completed by the end of October.

The major ice problems that developed last year will be brought up at the next construction meeting. The commissioners were told that the problems were corrected; however, the Commissioners wants assurance that the icing conditions will not occur this winter.

5.6 Drainage Culvert and Easement Request

Mr. Edelstein has not had a chance to work on this project; however, because of safety concerns expressed at this meeting, Mr. Edelstein will have the area secured with a better fence.

Mr. Edelstein will discuss what needs to be done to correct this issue at the next construction meeting.

6. Management of Property Update

Brooke Hawkins updated the commissioners as follows:

6.1 Moving Update

All the moves have been completed. Contrary to what the commissioners were told at the last meeting, the window blinds have not been installed. In fact, they were never ordered due to confusion regarding who was in charge of ordering them. This issue will be resolved immediately.

The commissioners were informed that the storm doors have been ordered and will be installed when they arrive.

6.2 Resident Recertification

Recertification is in process. Nineteen are due on November 1st and eight are due in December.

6.3 Apartment Rental

There are three vacant units. Two will be filled as of November 1st. People on the waiting list are being contacted when a vacancy occurs. Units are designed to be changed from handicap units to regular units if needed.

6.4 Resident Services Renewal of Grant

This grant is no longer available for Woodcrest. There are 421 hours of service left on the present grant. Winn is managing this position and Mrs. Hawkins is working with Cindi

Parker to develop a job description to ensure that the remaining hours are used in the best possible way to service the residents.

6.5 Use of the Front Porch

Mrs. Hawkins reported that a designated smoking area has not been assigned. At the present time they have been unable to find an appropriate area on the porch that will be effective and enforceable. Mrs. Hawkins will discuss this problem at the next resident meeting.

6.6 Single Units Mailboxes

There is still a problem regarding the location of the mailboxes. The preferred locations are not approved by the post office. Mail trucks are not allowed to back-up and need to be able to pull directly out after delivering the mail. Mr. Edlestein will schedule a meeting with the Somers Postmaster to see what can be worked out to locate the mailboxes as close to the residents as possible.

6.7 Folding Chairs

Winn will order 100 folding chairs. Fifty chairs will be available for each community room.

6.8 Lawn Tractor and Related Lawn Equipment

Mrs. Hawkins has received an offer for the lawn tractor and has been authorized by the commissioners to accept the offer if the price is within a defined range.

Chairman DuPerre stated that all tools and equipment owned by the housing authority need to be sold. Due to liability concerns, the housing authority should not own or be responsible for the use of tools and equipment used by others. The commissioners authorized the sale of all tools and equipment currently owned by the housing authority. Bob Landry will oversee this project.

6.9 Energy Assistance Appointments

Ms. Parker reported that there would be an energy assistance person available at Woodcrest once a week to help residents apply for energy assistance.

6.10 Security Issues

Resident meetings have been scheduled for October 30th at 1:00 p.m. (building) and November 6th at 1:00 p.m. (single units). The commissioners were invited to attend if they are available. The agenda for these meetings include issuing parking stickers, review of the snow policy, distribution and review of the resident handbook, security procedures and policies.

6.11 Computer Room

There have not been any new complaints so the computer has not been relocated.

6.12 Resident Activity Needs List

Holiday events are being planned.

6.13 New TV for Single Unit Community Center

The commissioners authorized the purchase of a TV for this area. Bob Landry will oversee this project.

7. Add or Delete Agenda Items

8. Old Business

8.1 Accounting Update – Operating Budget

Mrs. Hawkins presented the Income Statement for September 2009.

Prior to the start of this meeting, Mr. Edelstein was presented with outstanding invoices totaling \$25,000. Mr. Edelstein was not aware of these invoices and reported to the commissioners that there was not enough money in the operating budget to pay them. Mr. Edelstein will cover these expenses out of a contingency account. This situation led to a lengthy discussion regarding why these invoices had not been presented to REDI when the former property manager received them. The commissioners and Mr. Edelstein discussed developing a system so that this does not happen again. Mr. Edelstein will come to Woodcrest weekly to approve invoices. Chairman DuPerre or Mr. Landry and Mr. Edelstein will schedule a meeting with Winn to discuss this situation further.

Until this situation is resolved and the operating budget is verified as correct, the commissioners are hesitant to approve any expenditure that is not essential.

9. New Business

10. Resident Questions/Concerns (Mary Lou Hastings)

11. Other

12. Adjournment

It was MOVED (Bob Landry) SECONDED (Mary Lou Hastings) to adjourn the regular meeting at 9:58 p.m. MOTION PASSED

Respectfully Submitted,

Joan Jaquith
Secretary
Housing Authority of the Town of Somers

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