

**Housing Authority of the Town of Somers  
Regular Meeting  
Thursday, May 27, 2010  
Woodcrest Community Room – 71 Battle Street  
Minutes**

1. Call to Order

The meeting was called to order at 6:30

2. Attendance

Bob Landry, Mary Lou Hastings, Bob Pettee, David Pinney, Brooke Hawkins (WINN), Harvey Edelstien (REDI)

3. Old Business

3.1. Construction Meeting(s) Report

3.1.1. Update on any outstanding building issues

Brooke indicated that three construction related problems had come up in the last month and all were taken care of.

3.1.2. Update on completion of final 23 units

Certificates of occupancy have been delivered on all of the units and the contractor has turned over keys to the units. Harvey will conduct his own inspection to establish a final punch list for the contractor.

3.2. Management of Property (WINN)

3.2.1. Apartment Rental – Update

Current units are all occupied and Brooke has leases in place for 16 of the newly completed ones. All of the new leases represent people from Somers or with family in town. New residents will begin moving in June 1. Brooke has been in contact with all people on the waiting list. Many are unable to relocate at this time because they have homes to sell first. Some were hoping for a lower rent. Brooke will be conducting open house events each weekend to show the final units to interested people. The commissioners commended Brooke for her success so far in renting the new units.

3.2.2. Review of 2010 operating budget

Brooke distributed an income and expense report for April. The net loss in cash flow of \$6,415 was primarily the result of entering the final 23 units into the accounting system where they showed up as vacant and thereby representing a loss of \$16,660. The tax credit code requires that the new units be accounted for once activity to lease them begins. With that factored out, cash flow was positive for the month. Harvey indicated that he and Diane Yensen and Brian Lemire will meet soon to review these numbers and finalize budget projections based on all 83 units being in operation. As of October, the operations budget will have to begin providing for debt service on the permanent mortgage as well as monthly funding of reserve accounts for long-term capital maintenance needs.

The desirability of receiving the monthly report prior to the time of the monthly board meeting was discussed. Brooke indicated that she closes the books on revenue and expenses at the end of each month and can generate the report early in the subsequent month. She will do so by the 15<sup>th</sup> of each month and distribute that everyone. Harvey will

review the report with Brian and be prepared to discuss significant variations and projections with the board at the monthly meeting.

3.2.3. Resident Services Personnel – Update

The determination of the availability of funds within the operating budget will be made following the detailed review by Harvey, Diane and Brian that was mentioned above.

3.2.4. Update on emergency plan

Members of the Somers Fire Department met with Brooke and residents of 71 Battle Street to review the emergency response plan. The different types of alarms were activated and appropriate responses in each case were reviewed with residents. Brooke reports that residents found this very useful. A similar review will be conducted with residents of 63 Battle after all of the final units are occupied. The commissioners commended Brooke for this good work.

3.2.5. Review procedures for responding to lease violations up to and including eviction

Responses to recently identified violations were reviewed with considerable discussion addressing concerns about appropriate response to those instances that represented major violations; e.g. non-payment of rent, criminal activity, possession of a firearm.

Motion by Landry, seconded by Hastings that each of the two residents recently identified as being involved in keeping a gun in their units be given notice of eviction. No action taken given a subsequent motion (Landry, Hastings) to table the original motion pending a review with legal counsel of issues pertaining to this event and the law regarding evictions. The motion to table was adopted unanimously.

3.3. Update on Phase II and associated LIHTC application.

3.3.1. Review options in anticipation of endangered species report

The consultant conducting the study has submitted his report to the Department of Environmental Protection and the department's response is expected in the near future. The consultant delineated two different proposed boundaries of habitat that would need to be protected. DEP will decide which will apply to the property. Either one reduces to some extent the area available for construction of additional units in Phase II. Harvey reviewed with the commission alternative configurations of new units that would enable still being able to construct the planned for 60 additional units. Final decisions will be made following receipt of DEP's decision.

4. New Business

4.1.1. Develop plan for dedication ceremony

With the completion of the final units and their occupancy in the near future, the commission endorsed Harvey's suggestion to arrange for a dedication ceremony in late June or early July. Representatives from all participating entities and agencies will be invited. The keynote speaker would again be DECD Commissioner Joan McDonald if she is available to attend. Harvey will make contact to confirm available dates.

5. Approval of minutes from Apr. 22, 2010

Motion by Pettee, seconded by Hastings and passed unanimously to accept as submitted the minutes of the meeting of April 22, 2010.

6. Resident Questions/Concerns (Mary Lou Hastings)

None presented at this time.

7. Other

Bob Landry reviewed his efforts to inventory all equipment owned by the Housing Authority but no longer needed now that management of the property is contracted out to WINN. Bob will review minimum values of the major items and determine a minimum bid for the lot. Once the list is complete he plans to solicit bids for the entire lot as one sale and will advertise that bid opportunity in the Reminder News. Interested parties would be provided times to inspect the pickup truck, lawn mower, and other equipment that will be offered for sale.

8. Adjournment

The meeting adjourned at 9:20 PM.

Respectfully submitted,

David Pinney