

**Housing Authority of the Town of Somers
Minutes of Regular Meeting
Thursday, June 24, 2010
Woodcrest Community Room – 71 Battle Street**

1. Call to Order

The meeting was called to order at 6:30 PM

2. Attendance

Mary Lou Hastings, Bob Landry, Bob Pettee, David Pinney, Diane Yensen

3. Old Business

3.1. Construction Meeting(s) Report

3.1.1. Update on any outstanding building issues

D. Pinney reported that the developer consultant (REDI) and architect (Schadler) had each signed off on confirming the general contractor (ALCA) had completed all work required under the contract and authorized final payment of the contract fee including retainage.

3.1.2. Update on completion of final 23 units

The final 23 units have been issued certificates of occupancy and ALCA has turned over the keys to these units. WINN is inspecting each unit prior to leasing it. Any items needing attention are reported to the contractor who has been making adjustments and repairs as needed.

3.2. Management of Property (WINN)

3.2.1. Apartment Rental – Update

The 63 units that have been previously put into service are all occupied. One unit turning over in July has a signed lease in place for July 1. Brooke Hawkins is proceeding with renewal for existing residents as soon in advance of renewal date as is allowed by law. All residents whose rent is below “market” for their appropriate income range because they were grandfathered in will have their rent increased by 3% at renewal.

Of the 23 newly completed units, 16 are already occupied or under lease for July 1 occupancy. Brooke has ads and notices in several places and interviews prospective applicants frequently. Several recent ones have income that is just over the limit allowed.

3.2.2. Review of 2010 operating budget

The income and expense report generated by WINN was reviewed. A number of questions were raised and will be reviewed with WINN and REDI.

3.2.3. Resident Services Personnel – Update

As the last of the units are occupied, budget projections indicate there should be sufficient revenue to fund at least a part-time position that would focus primarily on supporting residents in regard to their personal financial and health issues. There has been discussion about also having this position provide administrative support to the management office. One of the continuing issues to be addressed is to create capacity for more telephone coverage so that a staff member is more likely to be available to answer incoming calls as

they happen, rather than having them go to the answering service or to voice mail. WINN is bringing forward a position description that would incorporate these functions.

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

D. Pinney reviewed with the commissioners the current procedures being used to respond to instances of lease violations. Any instance that management determines to be significant prompts a notice to the resident identifying the problem and the solution. The notice does contain language indicating that if the problem continues without satisfactory resolution, management will pursue all courses available to eliminate the problem up to and including the possibility of eviction. Management will present such a problem to the commissioners and the commissioners will decide whether eviction is warranted. Only at that point will a notice to quit the premises be sent to the resident.

3.3. Update on Phase II and associated LIHTC application.

3.3.1. Review options in anticipation of endangered species report

There was a brief discussion confirming that all of the commissioners were aware that we expect the final determination from the Connecticut Department of Environmental Protection will reduce considerably the land available for Phase II. As a result, we plan to return to the proposal for another large building consisting of 34 apartments and maybe a more commercial kitchen that would enable providing daily meals for residents that wanted them. There would also be "garden style" apartments but fewer of them.

3.4. Develop plan for dedication ceremony

D. Pinney reported that Commissioner McDonald from DECD would like to attend, but we are still establishing a date that would work for her.

4. New Business

4.1. Use of gas grills by residents

There is interest from a number of residents to have their own gas grills at their apartments. This was allowed in the past before this expansion project began. This is, however, a potential hazard to residents other than the one owning and operating the grill and so gas grills are often prohibited. There were questions about whether fire codes would allow such grills in this setting and if they would, does our insurance coverage have any restrictions in this regard. These and additional questions about standards for safe operation will be researched by management. An alternative to individually owned grills would be to have the housing authority purchase some and locate them in common areas.

Some residents have been inquiring about whether or not they can buy and install a ceiling fan in their apartments. After discussion, it was decided that this could be allowed if the resident had the fan of sufficient quality properly installed by a licensed electrician at the resident's expense and agreed to retain the original light to put back in place upon vacating the premises or else agreed to turn the fan over to Woodcrest. Management will review procedures and documentation to support this concept.

While reviewing residents' requests, the subject of clotheslines was brought up again. While still concerned that hanging out ones laundry could prompt complaints from other residents, it was felt appropriate to review the property to pick out possible sites that would be less visible to large numbers of residents and the public passing through. Management will conduct this review and make recommendations to the commissioners.

5. Approval of minutes from May. 27, 2010

D. Yensen moved, M. Hastings seconded and it was passed unanimously to adopt the minutes of May 27, 2010, as presented.

6. Resident Questions/Concerns (Mary Lou Hastings)

Nothing else raised.

7. Other

Bob Landry shared a list of machinery and equipment owned by the Housing Authority but not being used much now that the grounds keeping was contracted out and the management company had their own staff taking care of maintenance. In reviewing the list, it was noted that the management company would supply some equipment, but much of what might be needed for occasional repairs made by management staff would still require that necessary tools and equipment be provided by the owner. After further review of the list, it was decided that the lawnmowers and related equipment could be sold. The truck and plow owned by the housing authority could be considered for sale, but if little money could be procured from that, it might make more sense to keep it, even if just for use around the property. Bob will continue to gather additional info on likely values for these items.

8. Adjournment

The meeting adjourned at 9:20 PM.