

**Housing Authority of the Town of Somers
Minutes of Special meeting Deceember 10, 2010
Woodcrest Community Room – 71 Battle Street**

1. Call to Order

The meeting was called to order at 2:30 PM

2. Attendance

Marylou Hastings, Robert Pettee, Robert Landry, David Pinney, Brooke Hawkings and Brian Lemire from WINN and Harvey Edelstein from REDI.

3. Old Business

3.1. Construction Report

3.1.1. Update on warranty issues

3.1.1.1. exterior doors

Henry Schadler inspected one of the problematic doors and recommended a different weather-stripping. He has referred the desired product to ALCA which will install the product on all exterior doors as soon as it arrives. Harvey also noted that he released authorization for ALCA to proceed with installing storm doors on the “front doors” of the garden apartments.

3.1.1.2. apartment furnaces

Residents have complained that the air initially coming from the heating units upon startup is cool. The mechanical engineer for the project reviewed the settings on the units and confirmed that the blowers can be set to come on immediately when heat is called for or be set on a brief or longer time delay, thereby allowing the unit time to warm the air in the unit before the blower starts up. The engineers generally anticipate more efficient heating – less total fuel used – when the blower starts immediately, but the board agreed that improved comfort of delaying the blower so that it was introducing warm air into the unit would be more satisfactory for the residents and was not likely to impact the fuel consumption significantly. All of the blower units will be reset to the brief time delay setting.

3.1.2. Plans for \$100,000 in state tax credit funds

The installation of additional storm doors (noted above) will be paid for from these funds. Harvey, Henry Schadler and ALCA are still confirming specs and costs for signs and other possible projects before the board decides on how to proceed.

3.2. Management of Property (WINN)

3.2.1. Apartment Rental – Update

The one open unit is scheduled to be occupied on Jan. 1, which brings us back to full occupancy. The waiting list for future vacancies continues to be long.

3.2.2. Review of activities and issues of concern

Brooke noted that there has recently been a need to replace flapper valves on several toilets. This appears to indicate a problem with the valves that Henry and ALCA will address.

3.2.3. Review 2010 operating budget

The year-to-date actuals are very close to what was budgeted. Even with adjustments that have been necessary over the year, management's expectation is that revenues will cover all required expenses.

3.2.3.1. Preview budget for 2011

Brian and Harvey reviewed with the board their latest budget for 2011. The actual cost of property and liability insurance has yet to be confirmed as management looks to include the property within a master policy WINN secures for many of the properties the company owns and/or manages. After some discussion, the board indicated general agreement with the budget proposal and will take final action on it at its next meeting.

3.2.4. Resident Services Personnel – Update

Brooke and Brian have reviewed a number of candidates for the position and have one to recommend to the board. The board will be able to meet with her soon and hopefully finalize the appointment.

3.3. Update on Phase II

3.3.1. Review recent meeting with CHFA and DECD staff

David and Harvey reviewed a recent meeting at the Connecticut Housing Finance Authority that included several staff from that agency, staff from DECD who are involved with reviewing plans for Phase II, and staff from REDI. CHFA appears to be ready to proceed quickly with the process of authorizing 4% LIHTC funding as soon as all of the parts are in place. A decision on one part, support from the federal Home Loan Bank of Boston, is expected soon.

4. New Business

4.1. Authorize the chairman, David Pinney, to execute a mortgage modification with Rockville Bank pertaining to the property at 53 Battle Street

Motion made and seconded (Hastings/Pettee) and supported unanimously to authorize modification of the mortgage agreement with Rockville Bank for the property at 53 Battle St.

4.1.1. Also authorize executing an owners' affidavit for title endorsement, resolutions and agreements pertaining to easements for septic and propane encroachments along with a conveyance tax form for these easements.

Motion made and seconded (Landry, Hastings) and supported unanimously to authorize executing an owner's endorsement for 63 and 71 Battle St. indicating no additional liens or encumbrances were known to exist.

Motion made and seconded (Landry, Pettee) and supported unanimously to authorize encroachment easements for access to septic and propane equipment.

Motion made and seconded (Pettee, Landry) and supported unanimously to sign the conveyance tax report associated with closing out Phase I.

4.2. Review recent requests from the town for financial reports pertaining to Woodcrest as required by the tax abatement agreement in place between the town and the housing authority

David reviewed with the board a request from the town for financial records pertaining to Woodcrest Elderly Housing LP and Somers Housing Management Inc. as is authorized in the agreement between the housing authority and the town wherein the town has abated any real estate taxes or payments in lieu of such tax so long as the housing authority manages the property

for the benefit of low-income elderly. David supplied the audited financial statements for the LP for 2008 and 2009 along with the tax return for SHM, Inc. for 2009.

As part of a discussion with the first selectman regarding this information and the abatement agreement, Lisa Pellegrini indicated the selectmen would like to meet again with the housing authority to review activities at Woodcrest and future plans. That meeting will likely be in January.

5. Approval of minutes from November. 18 , 2010

No action taken

6. Resident Questions/Concerns (Mary Lou Hastings)

The question of scheduling the quarterly meeting with the residents came up which led to a brief discussion of next year's meeting schedule. It was agreed to keep the regular meeting on the fourth Thursday of every month except for those months where to do would be impractical, e.g. Nov. Dec. It was also agreed to change January's meeting to Friday the 28th so as to schedule the resident meetings for that day and follow them with the board meeting. The schedule of regular meetings for 2011 is attached to these minutes.

7. Adjournment

The meeting adjourned at 5:00 pm

Respectfully submitted,

David Pinney, Chair