

**Housing Authority of the Town of Somers  
Regular meeting April 28, 2011  
Woodcrest Community Room – 71 Battle Street  
Minutes**

1. Call to Order

The meeting was called to order at 6:45

2. Attendance

Marylou Hastings, Robert Landry, Robert Pettee, David Pinney, Nancy Waniewski, Brooke Hawkins (Winn), Harvey Edelstein, James Welter (REDI)

Everyone welcomed Nancy to here first meeting as a member of the Board of Commissioners

3. Old Business

3.1. Construction Report

3.1.1. Update on warranty issues

The only item still being tracked is the proper fit of exterior doors at 63 Battle. One door was re-hung and more substantial weather stripping installed. Currently evaluating performance on that one and collecting numbers of other units still having problems.

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

ALCA has completed installation of exterior storm doors on the front entrances of all units at 63 Battle St., consuming approximately \$26,000 of the available funds.

Bob Pettee is breaking the power needs of the building at #71 into components that will be evaluated for inclusion among those circuits to be supported by a standby generator. He will review this at the next construction meeting. After determining the size generator needed to handle the minimum power requirements to enable residents to stay in the building during power outages and what funds would be required to acquire and install such a unit, there will hopefully be sufficient funds remaining to cover most if not all of a permanent sign at the entrance to the complex.

3.2. Management of Property (WINN)

3.2.1. Apartment Rental – Update

All apartments are occupied or under contract. There are three turnovers occurring in May and two in the works for June. Brooke indicates this represents a higher than normal level of turnover.

3.2.2. Review work orders

After reviewing the work-order activity, there was some concern about the number of toilets that have required replacement of the fill valve. REDI will review this with ALCA and the manufacturer.

3.2.3. Review of activities and issues of concern

3.2.3.1. Review of ice and water damage from heavy snow cover

The emergency clean up company has provided a report indicating no water or mold detected in walls or under carpets. Winn will review and confirm whether or not

anything further needs to be done to assure no residual problems arising from the water damage.

3.2.4. Review 2011 operating budget

The monthly statements for March were reviewed and showed little variance from budget except for the fee of \$9,500 for the annual audit which was budgeted to be paid in March but has been paid in April instead.

3.2.4.1. Review plans and prospects for retaining 25% units in Phase I

So far this year, two “grandfathered” units have been vacated and re-rented at regular rates. All remaining “grandfathered” units that become available this year will be individually considered by the board for re-renting at the 25% level.

3.2.5. Review progress on hiring new Resident Services Coordinator

Brooke has reviewed many resumes and conducted several interviews. One candidate stands out and is going through further screening before possibly recommending her to the board.

3.3. Update on Phase II

3.3.1. Review funding proposals

The Town has agreed to apply for a small cities CDBG grant of \$600,000 to help cover infrastructure costs of Phase II. The request for the Housing Authority to cover the cost from pre-development funds was taken up later in this meeting. (see item 4.1, below)

3.3.2. Review permitting activity

The Conservation Commission has approved a wetlands permit for Phase II. ALCA will be submitting construction plans to the building inspector in advance of requesting a building permit.

3.3.3. Review and authorize signing documents for Phase II financing with Aliant Capital

Motion by Pettee, seconded by Hastings and passed unanimously to approve issuing any easements required by utilities or Phase I for proceeding with Phase II and authorizing the chairman, David Pinney to execute any and all documents pertaining thereto.

3.3.4. Review and authorize entering into an agreement with the Town of Somers within which the Housing Authority agrees to pay for all costs associated with a Small Cities (CDBG) grant application the town is making on behalf of the Housing Authority to help fund Woodcrest Elderly Housing, Phase II.

As noted above, the Town wants the Housing Authority to cover all costs associated with applying for the small cities grant. After reviewing the proposed agreement and affirming pre-development funds would be available to cover these costs, a motion to approve adopting the agreement was made by Waniewski, seconded by Landry and unanimously adopted.

3.4. Review property tax obligation on 53 Battle St. property and payment of same.

The Housing Authority and REDI had been made aware that there was a property tax obligation payable to the Town in existence at the time the Housing Authority acquired the property at #53 Battle Street. The matter had not been taken up and resolved, but came to a head when the tax collector listed the property for tax auction to collect the taxes and fees owed to the Town. The taxes and fees were paid from the Housing authority’s account but will reimbursed from funds associated with Phase II as those funds become available.

3.5. Update on prospects for retaining a recording secretary.

David Pinney reported he had reviewed with the Town sources and costs for the recording secretaries. The Town is using an agency to supply temps for the work and the costs are about \$18.50 per hour including the time required to prepare and file the written minutes. With assurance from Winn that the operating budget could handle that expense, the board wants to proceed with securing the services of a recording secretary. Pinney will contact the agency to make the arrangements.

4. New Business

4.1. Review status of property tax or PILOT to town on Phase I and Phase II

The Selectmen had conducted a public hearing earlier this evening in regard to their proposal for the Small Cities grant. Members of the Housing Authority and REDI attended to review the potential use of the grant funds to support Phase II. The Selectmen were assured that a full payment in lieu of taxes was included in the planned operating budget for Phase II, so they could expect that payment. The reasons for the town agreeing to abate taxes on Phase I were reviewed and the conditions and timetable under which PILOT payments from Phase I would commence were also discussed.

4.2. Review prospective sites for cloth line and additional garden space

Residents are still hoping to see a cloth line up soon. David Pinney will review possible designs and proceed with Cecil's help to erect one in the northeast corner of the property. There is also more interest in gardening than there is space currently available. We will attempt to add more garden space in that same part of the property.

5. Approval of minutes from February 24 , 2011

A motion was made by Landry, seconded by Pettee, and unanimously approved to accepted the minutes from February 24, 2011 as presented.

6. Resident Questions/Concerns (Mary Lou Hastings)

Nothing further brought up.

7. Other

Discussion and decision to hold off on the next meeting with residents until such time as the details of Phase II timing and process are firm.

8. Adjournment

The meeting adjourned at 8:45.

Respectfully submitted,

David Pinney, Chairman