

**Housing Authority of the Town of Somers  
Regular meeting June 23, 2011  
Woodcrest Community Room – 71 Battle Street  
Minutes**

1. Call to Order

The meeting was called to order at 6:35 PM

2. Attendance

Marylou Hastings, Bob Landry, David Pinney, Nancy Waniewski, Harvey Edelstein (REDI), Brooke Hawkins (WINN)

3. Old Business

3.1. Construction Report

3.1.1. Update on warranty issues

No new developments in this area

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

Harvey introduced the possibility of combining some funds from Phase II with funds from the state tax credit to install a generator large enough to keep both large buildings operational. There was discussion about to what extent “operational”; in the common areas or throughout the apartments, and then discussion about power supply to the single story buildings. Harvey will ask the engineering firm for info regarding these different levels of emergency capacity.

3.2. Management of Property (WINN)

3.2.1. Apartment Rental – Update

As of June 15, all units are occupied

3.2.2. Review work orders

Brooke reviewed the work orders for the previous month. There were no unusual trouble areas, though she noted that the weather was bringing out insects and there were some calls to deal with spiders.

Brooke reviewed her concern regarding the configuration in some of the units where the stove is adjacent to a cabinet wall such that the large burner is right next to the Formica panel. She had recently encountered one unit where the resident used that burner a great deal, with the result that the Formica was separating from the cabinet wall. She and Cecil will inspect other units with similar layouts to see if this is potentially a recurring problem. Harvey will review with the architect the prospects of reconfiguring some of the stoves or the kitchen layout in the Phase II units so as not to create this situation.

3.2.3. Review of activities and issues of concern

Brooke inquired as the status of authorizing the one-page self-certification form for those that would be eligible in the annual recertification process. It was recalled that Brian and Harvey were going to confirm the procedures WINN was putting in place at other tax-credit facilities to make sure the alternate approach was used appropriately so as to keep the operation compliant with the tax code. That still has not been done, but there was still consensus among the commissioners to authorize use of the form once it was confirmed between Harvey and Brian that appropriate safeguard protocols were in place.

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

Responses from the insurance company confirmed that the company was accepting liability for full cleanup of the damage. Brooke will solicit bids from two other firms that do restoration work of this type to compare with the one already in hand from the firm that was used for the immediate remediation, and then proceed with having the repairs completed.

#### 3.2.4. Review 2011 operating budget

The reports from May operations were reviewed. There were no areas of real concern. The property is generating a positive cash flow at this point, though it was noted we have an open position to fill for RSC. Brooke indicated she has to replace the copier in her office and has arranged a lease for a multi-function machine that will also scan and fax.

#### 3.2.5. Review progress on hiring new Resident Services Coordinator

Brooke continues to receive resumes, but they are either totally inappropriate or looking only for full time positions. Brooke will review the language of the notice announcing the position to include specific reference to the expectation that this position is part time now but will go to full time when Phase II is completed.

### 3.3. Update on Phase II

#### 3.3.1. Review funding proposals

Remaining concerns on an easement granted by Phase I to Phase II regarding use of the existing driveway have been resolved and the easement will likely be executed next week. That will enable closing with Rockville Bank for the construction loan that will enable beginning work. The contractor would then anticipate beginning work on site by July 15.

Funds from the construction loan will also be used to retire the mortgage Rockville holds on 53 Battle Street, enabling Phase II to proceed with demolition of the house and shed on the property. Discussions continue with the fire department about using the house for destructive drills that may go all the way to burning the entire structure. Asbestos abatement would have to be completed first, though this would be required in any case, but the shingles would also have to be removed before burning the structure. This could be arranged through the contractor if that's the final direction desired.

The architect is responding to some concerns raised by CHFA for the project before CHFA is ready to proceed with closing on its part of the financial package, but no problems are anticipated in that. State bond funds that have been committed to the project are expected to be on the Bond Commission's agenda for its July meeting. REDI has yet to fully review the final language for the partnership agreement with Aliant Capital, so that will not likely be ready until the fall.

##### 3.3.1.1. Authorize applying for state tax credits through HTCC for Phase II

Harvey presented a completed application for \$500,000 in Connecticut Housing Tax Credit funds, along with comments on changes in the criteria for qualifying that may reduce the prospects for getting these funds.

Hastings moved, Waniewski seconded, and it was unanimously approved to proceed with the application and authorize David Pinney as president of the general partner of the Phase II LP to sign all necessary documents.

#### 3.3.2. Review permitting activity

The building permit to proceed with Phase II may be ready next week (which would strengthen our position in the state tax credit application discussed previously), so construction should be able to start as soon as the initial construction loan from Rockville Bank is finalized.

There was some discussion about staffing and locating offices for staff once Phase II is completed. Harvey will work with Brian to develop a mutually agreed to staffing plan.

4. New Business

4.1. Fill vacant Vice-chair position

The commissioners chose to defer this matter to a subsequent meeting when all members would be present.

5. Approval of minutes from May 26 , 2011

Hastings moved, Waniewski seconded, and it was unanimously approved to adopt the minutes for the previous meeting as presented.

6. Resident Questions/Concerns (Mary Lou Hastings)

Marylou noted that now that a clothes line was in place at #71, the residents at #63 were asking when one would be put up there. David indicated he had most of the pieces prepared and as soon as the weather was better, he would be installing the clothes line as planned.

7. Other

The regular schedule would have the Board meet next month on July 28, but given some conflicts, it was agreed to hold the meeting on July 14 at 5:30.

8. Adjournment

The meeting adjourned at 8:45 PM.

Respectfully submitted,

David Pinney