

**Housing Authority of the Town of Somers
Special meeting July 18, 2011
Woodcrest Community Room – 71 Battle Street
Minutes**

1. Call to Order

The meeting was called to order at 3:00 PM.

2. Attendance

Marylou Hastings, Robert Landry, Robert Pettee, David Pinney, Nancy Waniewski, Brian Lemire, Brooke Hawkins (WINN)

3. Old Business

3.1. Construction Report

3.1.1. Update on warranty issues

ALCA reviewed units 1-23 as the one year warranty period came to an end. A number of minor items were taken care of. Brooke and Cecil will continue to monitor work requests and indications of systemic issues that should be directed to contractor.

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

Work on generator and signage will be combined with Phase II activities and funds.

3.2. Management of Property (WINN)

3.2.1. Apartment Rental – Update

Fully rented; renewals proceeding with everyone renewing

Brooke is finalizing procedures for an expedited re-certification. These will be submitted to CHFA for approval and granting of a waiver of requiring full third-party verification of all financial records.

3.2.2. Review work orders

Some AC issues but mostly helping residents with the controls. Not any other dominating problems. Some discussion about smell of smoke from neighbor. Fire department raises concern of accidents with smoking causing fires. Talked again about banning smoking outright, but reluctant to take that step.

3.2.3. Review of activities and issues of concern

3.2.3.1. Big uptick in people inquiring on availability, given awareness of phase II

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

Still only two bids, might have to go with that. Brooke and Brian will review proposals with Winn's chief maintenance person. Review 2011 operating budget

Brian reviewed the financial statements from June and year-to-date. A couple of standout deviations from budget were due to annual or quarterly payments. Except for the \$19,000 overage in snow removal, the actual vs. budget for Jan. through June would be quite close. Brian and Brooke prepare a projection of the balance of the year's expenditures and revenues every month and will include this as part of the monthly financial review.

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

No grandfathered units coming available at this time.

3.2.4. Review progress on hiring new Resident Services Coordinator

Reposted; resumes coming in that look good.

3.3. Update on Phase II

3.3.1. Review funding proposals

Small cities grant submitted and under review. Decision expected late summer. Have not yet closed on construction loan with Rockville Bank.

3.3.2. Review construction activity

Construction activity began today with site clearing activity. Bob Pettee had gathered from the building inspector that wetlands agent needs to review the site before work begins. Dave Pinney will check with Joe Calafiori to confirm appropriate arrangements have been made.

The board also discussed having a clerk of the works employed by and reporting directly to the board. Funds for this position are supposed to be in the construction budget, so we should proceed with confirming how this will go forward.

Board wants to review construction contract and partnership agreement. Board members expressed concern that the construction contract came together at the last minute and that the chairman signed it without the board having any chance to review or otherwise learn of its contents. The board would like to meet with Harvey and maybe Joe to review this. Also, the board wants to review the partnership agreement before authorizing proceeding with that.

In an effort to better anticipate what actions and decisions lie ahead, the Board would like to see a timeline of construction and financing activity. Dave will share this with Harvey and ask him to prepare one.

4. New Business

4.1. Fill vacant position of vice-chair

None of the current officers expressed interest in changing positions. Bob Landry nominated Nancy Waniewski for vice chair and Marylou Hastings seconded. The motions carried with Nancy abstaining.

5. Approval of minutes from June 24 , 2011

Pettee moved and Hasting seconded and it was unanimously agreed to accept the minutes as presented.

6. Resident Questions/Concerns (Mary Lou Hastings)

Residents have asked what happens if social security checks are delayed? Winn will accommodate as necessary.

Residents have expressed interest in another clothesline behind the parking lot serving units 24-35. Dave will take that under advisement and see what he can do.

Residents have indicated a desire to install birdfeeders at their apartments. Brooke will review some possible feeders to put on shepherds' hooks and report back.

Concerns have been raised regarding repairs to fence and siding damaged during snowplowing. The plowing contractor is going to work with ALCA to get that done.

A request was made by a resident to install perennials on the hillside at the northeast corner of the property at 63 Battle ST. It was noted that residents can already plant around their units and that that will have to be the limit.

These minutes are not official until approved at a subsequent meeting.

Bob Landry asked if we are selling or keeping the truck. Brian will check insurance coverage if the vehicle were left unregistered and used just on the property.

7. Adjournment

Adjourned 5:15

Respectfully submitted,

David Pinney, Chair