

**Housing Authority of the Town of Somers
Regular Meeting August 25, 2011
Woodcrest Community Room – 71 Battle Street
Minutes**

1. Call to Order

Called o order at 6:30

2. Attendance

Marylu Hastings, Bob Landry, Bob Pettee, David Pinney, Nancy Waniewski, Brooke Hawkins (WINN), Harvey Edelstein (REDI), Brian Lemire (WINN, onphone)

3. Old Business

3.1. Construction Report

3.1.1. Update on warranty issues

Nothing showing up. But will follow up on weather stripping where identified.

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

Generator and sign will be coming together now that Phase II up and running

3.2. Management of Property (WINN)

3.2.1. Apartment Rental – Update

Fully occupied today, but some changes in near future.

Question of rental rate increases causing concern with some residents

Vote to keep legacy unit that was being vacated at 25% AMI

3.2.2. Review work orders

Some residents having difficulty handling HVAC controls; some damage from landscapers covered by them; same for snowplow damage to fencing.

3.2.3. Review of activities and issues of concern

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

Going with ServePro bid.

3.2.3.2. Consider making all apartments and interior space smoke-free

Motion Hastings, second Pettee, passed unanimously to go smoke-free Jan 1,2012.

Brooke will notify residents. Outdoor smoking areas will be identified and equipped.

3.2.4. Review 2011 operating budget

Rental running about 1% behind; expense overages for covering unplanned audit and snow.

Special meeting Oct 20 for review of 2012 budget

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

Ongoing, case by case.

3.2.5. Review progress on hiring new Resident Services Coordinator

Talking about full time; half to RSC and half to office support. Might expect some funds from phase II development for lease up costs; candidates available for RSC but not for part time. Brooke will go back to best prospects and review that option.

3.3. Update on Phase II

3.3.1. Review funding proposals

3.3.1.1. Contact Tim Bannon, etc. for groundbreaking and support for Small Cities and HTCC grants.

3.3.1.2. Resolution ratifying construction loan and permanent mortgage agreements with Rockville Bank

Motion by Pettee, seconded by Waniewski, and endorsed unanimously to adopt the resolution as presented.

3.3.2. Review construction activity

Fire dept will conduct drills then demo on the house at 53 Battle. Commissioners agreed to notify department that it was OK to proceed

Construction work well on schedule. Big house for occupancy next July; other buildings following shortly after

Observation raised and agreed to that less complicated thermostat controls would be easier for residents and save numerous work orders.

3.3.3. Establishing an owners' representative on site (clerk of the works)

Harvey wants to see someone onsite as do the commissioners. Proposing David Wagner who has been reduced to four days at Shadler Associates. Agreement to publicly post the job and interview other qualified candidates.

Harvey will review for funding; objective is to fund two afternoons per week.

3.3.4. Retaining truck and equipment belonging to housing authority and use of garage.

General interest in keeping the truck as it will be a necessary item for the expanded operation.

3.3.5. Demo of house at 53 Battle

Fire exercises will not burn the house completely, so contractor will proceed with demo in early September.

4. New Business

5. Approval of minutes from July 18 , 2011

Waniewski motioned, second by Hastings, and passed unanimously to accept the minutes of the July 18th meeting.

6. Resident Questions/Concerns (Mary Lou Hastings)

Residents pushing to get water damage repairs done; addressed above

Slow on repairing siding or windows damaged by snow or grounds crew; addressed above.

Vegetation around drainage swale and outfall in northwest area. Ground crew will be told this is part of their responsibility.

Different vents for deep snow on roofs to prevent shut down of heating systems. Harvey will review with architects and mechanical engineer.

Simpler thermostats; addressed above

7. Adjournment

Meeting adjourned at 8:40