

**Housing Authority of the Town of Somers
Regular Meeting November 17, 2011
Woodcrest Community Room – 71 Battle Street
Minutes**

1. Call to Order

Meeting called to order at 6:30

2. Attendance

Marylou Hastings, Robert Landry, Robert Pettee, David Pinney, Nancy Winiewski, Brooke Hawkins (WINN), Harvey Edelstein (REDI)

3. Discussion of current chairman resigning from the Housing Authority but staying on board of directors of Somers Housing Management Inc and Somers Housing Management Phase II Inc.

After some discussion, the consensus was that everyone would be most comfortable if the current chairman would not resign.

3.1. Review what business would be on monthly agenda for the Housing Authority and what business would be the responsibility of the SHM and SHM Phase II acting as General Partner for the Woodcrest Elderly Housing LP.

Was not discussed in anticipation that all entities would be populated with the same commissioners and directors.

4. Old Business

4.1. Construction Report

4.1.1. Update on warranty issues

Harvey looked at weather-stripping with contractor and architect. They identified some possibilities of improving leakage with some additional caulking.

While some attempts have been made to eliminate the air movement between adjacent apartments through the pocket doors, the problems persist and require a more substantial engagement from REDI, ALCA and Schadler architects.

Maintenance investigated mold and moisture complaints in a couple of the cottage apartments. Pulling back the carpet revealed cracks in the underlying concrete where the expanded flooring joined the original floor area. The cracks were sealed and the use of a dehumidifier removed a significant amount of moisture from the affected apartments. The concern remains that these cracks will re-open and that others may exist or might develop.

While there have been several attempts to fix gutters at some of the cottages, there continue to be areas where the pitch does not direct the water to the downspouts. Water collecting and freezing only exacerbates flooding and icing problems, so a more effective remedy needs to be applied.

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

Harvey proposed that funds remaining for Phase I be tapped for a small generator to power the community building at #63.

4.1.3. Plans for generators at #63 and #71

SunAmerica will consider a formal request to tap the operating reserve funds to cover the cost of installing a generator at #71 that would be large enough to light and heat (or cool) the common areas as well as run the stove and refrigerator in the community room and enable using the elevator. Harvey is securing cost estimates to include in said request.

Harvey has plans from the electrical contractor working on Phase II for the appropriate sized generator and connection equipment for the community building at #63. He will put the job out for bids and proceed with installation. Funds will come from tapping HTCC funds as mentioned above.

4.2. Management of Property (WINN)

4.2.1. Apartment Rental – Update

Brooke has two vacancies she is in the process of filling. Fewer people are ready to relocate at this time of year.

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

One of the above vacancies will be available for 25% of median income household.

4.2.2. Review work orders

Maintenance has worked on moisture concerns in two cottage apartments. Cracks found in the underlying concrete pad were sealed and the units dehumidified. As mentioned above, there is some concern about more of these cracks developing.

4.2.3. Review of activities and issues of concern

4.2.3.1. Review issues discussed at resident meeting of Nov. 10

The primary concern regarding generators is being addressed as described above.

Concerns about establishing and maintaining good communications when disruptions arise led to a proposal to develop a written emergency operations plan. One suggestion for the plan was to divide the units into smaller groups with a captain designated for each group. The captains would meet to gather information and bring it back to their units.

There is concern that there are trees along the east side of the property that were partially damaged by the recent storm and could threaten adjacent housing in subsequent storms. The trees will be evaluated by a professional.

4.2.4. Review 2011 operating budget

Brooke noted that the report for October included receipt of payment by our property insurance to cover damage from last winter's snow and ice. Repair work has been completed and some of the expenses also appear on the report, though there will be additional expenses on November's report.

4.2.5. Review progress on hiring new Resident Services Coordinator

Pending a positive result from one last background check, WINN is ready to proceed with hiring the selected candidate. [The test results came in Nov. 18 confirming the hire. The new RSC will begin Dec. 5th.]

4.3. Update on Phase II

4.3.1. Review funding proposals

There are no additional funding opportunities to pursue at present, but Harvey indicates DECD is developing a single unified application for a variety of funding sources. The opportunity to apply is expected by next spring.

4.3.2. Review construction activity

With the new project signs installed there was an expectation that there would also be a site map installed. This will be taken up at the next construction meeting, Dec 1st.

Concerns have been raised about excessive vehicle speed on the main drive approaching #71 and the new #75. It appears that both residents and contractor employees contribute to the problem. This too will be brought up at the next construction meeting.

4.3.3. Report from owners' representative on site (clerk of the works)

Bob Socha has begun providing weekly reports. The contractor has been responsive and several issues laid to rest. In a couple of instances, Bob is looking for the architect and the engineer to reaffirm that design is adequate.

4.3.4. WINN is eliminating master keys at their other properties and recommends the same for Woodcrest. The board would prefer to maintain a master key to facilitate access to residents in emergencies. David will provide a written notification to that effect.

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

The commissioners would like to get some preliminary plan and cost info on converting part of the garage into office space to provide an easily accessible central site for the main office. We will speak to REDI and the architect about that

5. New Business

5.1. Review upcoming PILOT discussion with selectmen

Harvey met with First Selectman Lisa Pellegrini to discuss the need for Phase II to establish a PILOT instead of taxing the buildings as a private for profit operation. While the selectmen will agree to the PILOT, it appears they will require the maximum allowed.

5.2. Brooke wants a decision on whether current residents can apply for units in Phase II

Following some discussion, it was the consensus of the board that the first occupants of the new units will be new applicants and not current residents.

5.3. Set date for meeting with residents to introduce new RSC

The Somers Senior Club would like to host their Christmas party at Woodcrest #71 on Dec 13. The Halloween party was well received and there was much enthusiasm for setting up the Christmas party with the senior club.

6. Approval of minutes from October 27 , 2011

Motion by Waniewski, seconded by Landry and unanimously adopted to accept the minutes as presented.

7. Resident Questions/Concerns (Mary Lou Hastings)

Nothing else raised

8. Adjournment

The meeting adjourned at 9:15

Respectfully submitted,

David Pinney