

**Housing Authority of the Town of Somers
Regular Meeting December 15, 2011 – 6:30 p.m.
Woodcrest Community Room – 71 Battle Street
Agenda**

1. Call to Order

Call to order 6:30pm

2. Attendance

Marylou Hastings, Robert Landry, Robert Pettee, David Pinney; from WINN: Brian Lemire and JohnKuppens; from REDI: Harvey Edelstein

3. Old Business

3.1. Construction Report

3.1.1. Update on warranty issues

Harvey is now indicating that in order to investigate any Phase I construction concerns as possible warranty matters, the individual problems should first be brought through as work orders initially examined by maintenance. Brooke and Cecil have done this for units complaining of drafty exterior doors, where 15 such complaints have been documented. The initial response recommended by the contractor is for maintenance to caulk around hinges and strikeplates. Cecil has begun doing this and it remains to be seen if and to what extent this reduces the problem.

While poorly pitched gutters have been discussed as a possible warranty matter, again, Harvey indicates each instance should be identified through a work order and examined as to whether or not it is the original installation at fault or problem arises from other causes.

3.1.2. Plans for generators at #63 and #71

Harvey reports he is still waiting for specs from electrical contractor working on Phase II regarding installation of a 20kw for #63 Community Building; we are planning to use original plans and specs for a generator at #71. Harvey is still reviewing tank requirements with High Grade Gas. Once total costs are finalized (expected to be about \$100,000) he will request of SunAmerica authorization to use operating reserve funds for the project.

3.2. Management of Property (WINN)

3.2.1. Apartment Rental – Update

Brian reported that applications are under review for two available units with the expectation that the units will be occupied by Jan. 1.

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

No units to discuss at this time.

3.2.2. Review work orders

The list of work orders for November included several references to moisture and mildew concerns. While the report indicates work on the problems was completed, we are quite sensitive to moisture issues and would like more detail on the source and solution of moisture and related mold and mildew. Given that the report form does not allow sufficient space to expand on these instances, management might consider a separate page in the report to elaborate on this category of work orders.

It was also brought up that it would be usefully informative to all to include in the monthly report a listing of regular maintenance performed on mechanical systems, including information about who performed it and what type of maintenance contract if any is being fulfilled by this work.

The report included as an open order repair to roof of unit 63-11 that was damaged during the October snow storm. While it was understood that the roofing contractor working on Phase II might be the best prospect to fix this, the job order would have to come from management. It was not clear to what extent if any, processing of the insurance claim was required before proceeding with permanent repairs.

3.2.3. Review of activities and issues of concern

3.2.3.1. Review options for limiting vehicle speed on the property

The information presented by architect David Wagner was reviewed. While noting some concerns about potentially delaying emergency vehicles, there was general consensus that speed control on the driveway section between #63 and #71 was needed. From the descriptions provided, the "speed hump" looked most appropriate. Harvey will review with Wagner to develop cost estimates and timing.

3.2.4. Review 2011 operating budget

Brian reviewed the financial report through November. He noted that insurance proceeds from last winter's ice and snow damage helped cover the extraordinary snow removal costs and the extra audit costs required by SunAmerica. REDI's operating loan needs to get repaid this month, but our cash position is strong enough to cover it

3.2.5. Review proposed 2012 budget

Brian distributed a proposed budget for 2012 that had been developed collaboratively between WINN and REDI. The anticipated expenses were well informed by actual expenses incurred in 2011 right up through November. There are two cost areas of significant increase; insurance will increase by an estimated \$29,000 and the addition of a full-time resident services coordinator (RSC) will boost activity cost by \$23,000. At this time, all of operating costs have to be covered by revenue coming from Phase I. Phase II will start generating revenue during the 2012 year and some of this can be applied to some of the expenses being covered by Phase I. But until Phase II is fully occupied and operational, everyone felt compelled to consider 2012 expenses being covered entirely by Phase I revenue. In order to accomplish that, it was agreed that rents will be increased in 2012 renewals by 3%. Once Phase II is fully included, the capacity to defray expenses over 146 units rather than 86 will lead to the strong likelihood of being able to go into 2013 without requiring a rent increase. That is the goal for all involved.

3.2.6. Review start-up of new Resident Services Coordinator

Fran Little started in the position Dec 5. She has completed training required by WINN and is rapidly taking on working directly with residents. In discussion with one resident during her second day on the job, she identified for the resident an opportunity to significantly reduce the resident's monthly medical expenses. She is also developing a monthly newsletter to residents, among other things.

3.3. Update on Phase II

3.3.1. Review participation in Congressman Courtney's meeting on public and elderly housing

David and Harvey attended a forum organized by the Congressman's office for housing authorities in the second district to learn about ways to fund upgrades and expansions of their facilities. David was asked to present a review of the Woodcrest project in Somers as an example of how a substantial project can be successfully accomplished. There was positive response and endorsement from staff of federal and state agencies regarding the Somers approach and accomplishments.

3.3.2. Review construction activity

A little over 30% construction is completed at present and on schedule; \$4,000,000 in expenses have been incurred out of a \$12,000,000 construction budget. Harvey is pushing to complete installation of the new water main so that electrical lines can also be installed. This needs to happen soon to keep work on schedule as cold weather drives work inside the buildings.

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

He's meeting frequently with contractor and getting good cooperation.

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

There was agreement to arrange repairs to make the truck operational and ready to insure and register. This will be funded from operations.

4. New Business

4.1. Review proposed PILOT between the town and Woodcrest Elderly Housing Phase II LP

Selectmen have endorsed establishing the PILOT as the tax that would otherwise be paid, calculated according to state statutes. Members of the Housing Authority and REDI attended the meeting at which they discussed this, indicating that the \$38,000 payment anticipated rather than the \$20,000 payment incorporated into the budget planning for Phase II would eliminate the ability to dedicate 13 of the new units to households with income below 25% of area median income and would add over \$50 per month to the rent for everyone in Phase II.

Bob Pettee moved and Marylou Hastings seconded that David Pinney be authorized to sign the PILOT agreement. The motion was adopted by a 3 to 1 vote with Bob Landry opposed.

4.2. David reviewed changes in the town's social service staff as well as dissention between members of the Somers Senior Citizens Club. He suggested that, with our new RSC on board, it might be productive to seek to engage these parties along with the selectmen in a discussion about better collaboration and better use of our shared resources. He will pursue that with the selectmen.

4.3. Set regular meeting dates for 2012

After some discussion about availability and constraints, it was decided to make the third Thursday of the month the regular meeting date and to begin the meetings at 5:30pm instead of 6:30.

5. Approval of minutes from November 17, 2011

Hastings moved, Pettee seconded, and it was unanimously support to approve the minutes from the meeting of November 17, 2011.

6. Resident Questions/Concerns (Mary Lou Hastings)

Nothing further than what had been discussed already

7. Adjournment

The meeting adjourned at 8:50pm.

Respectfully submitted,

David Pinney, Chair

These minutes are not official until accepted at a subsequent meeting