

**Housing Authority of the Town of Somers
Regular Meeting August 15, 2012 – 5:30 p.m.
Woodcrest Community Room – 71 Battle Street
Agenda**

1. Call to Order

Meeting called to order at 5:40pm

2. Attendance

Marylou Hastings, Robert Landry, Robert Pettee, Nancy Waniewski; Mark Parsons (WINN); Harvey Edelstein (REDI)

3. Old Business

3.1. Construction Report

3.1.1. Update on warranty issues

Nothing raised

3.2. Management of Property (WINN)

3.2.1. Apartment Rental – Update

One open unit for 50% but concentration is on Phase II lease-up

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

No actions required at this time

3.2.2. Review work orders

Heavy rains have produced gutter overflows in some areas. Cecil working to correct and clear gutters and downspouts. Cecil conducting move-in inspections on new units. Part time contractor hired for cleaning services at Phase I.

3.2.3. Review of activities and issues of concern

Nothing raised

3.2.4. Review Financial Reports

Holding close to budget; some invoices paid that connect to Phase II and will be reimbursed.

3.2.5. Review Resident Services Coordinator's activities

Fran still engaged in some of these activities, both Phase I and II.

3.3. Update on Phase II

3.3.1. Review construction activity and schedule

Last units will be CO'ed by end of August, occupied by end of September

3.3.2. Report on leasing activity

With promotions in several formats, staff members are busy with interviewing interested parties. Contracts are signed for over half of the 60 new units.

3.3.2.1. What staff resources are being applied to lease-up; who is carrying the expense?

Staff time spent on lease-up activities will be paid from Phase II development funds

3.3.3. Review permanent staffing plans and expenses

Mike Parsons reviewed staffing: plans call for a fulltime property manager, assistant property manager, RSC, maintenance person, and contracted cleaning service of about one FTE.

3.4. Other

Nothing raised.

4. New Business

4.1. Consider prospects for another construction project

Harvey meeting with owner of a property under consideration for low to moderate elderly housing. He will prepare a more complete financial analysis for review.

4.2. Other

Nothing raised

5. Approval of minutes from June 20 , 2012 meeting

Waniewski moved, Pettee seconded, and it was unanimously decided to accept the minutes of the prior meeting as they had been presented

6. Resident Questions/Concerns (Mary Lou Hastings)

Frustrations with parking issues; people complain of others using their spaces. WINN is working up memo to review the plan that has been in place for some time now.

7. Adjournment

The meeting adjourned at 7:30.

Respectfully submitted,

David Pinney