

**Housing Authority of the Town of Somers
Regular Meeting October 17, 2012
Woodcrest Community Room – 71 Battle Street**

1. Call to Order

Meeting called to order at 5:30

2. Attendance

Marylou Hastings, Bob Landry, Bob Pettee, David Pinney, Nancy Waniewski., Mike Parsons (WINN), Maureen Corley (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 vacancy and one expected soon.

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

No legacy units involved at present

3.2.2. Review work orders

Cecil has been on sick leave for two weeks; just back and catching up on move-in inspections and key requirements. Staff from other sites has been filling in otherwise.

3.2.3. Review of activities and issues of concern

3.2.3.1. Damage to siding from landscaping maintenance

Need process to document observations of damage to buildings; Mike proposing monthly inspection. Residents observing poor grounds-keeping should notify the office. Maintenance staff should report to the office any incidents or exchanges with grounds-keepers.

While members would prefer an explicit response from the current landscape contractor's insurance company refusing to cover the cost of all existing damage to siding, it was anticipated this would be the response to continuing the effort to hold the current landscaper responsible for all observed damage. As an alternative, we will accept the landscaper's offer for 63 Battle to establish a mulch border wherever lawn currently comes right up to the siding. Woodcrest Elderly Housing will pursue repairs as deemed necessary and appropriate by staff.

3.2.4. Review Financial Reports

Mike reviewed monthly report for Phase I. He noted some variations in timing of insurance payments in regard to actual versus budget. The yearend projections anticipate some funds available for additional needs.

Mike reviewed draft budgets for 2013 for Phase I and II. Included fulltime manager, assistant manager, RSC, and maintenance person. Custodial is being done by outside contractor. The Board endorsed committing to a full time assistant and would like to meet with Lynn, who has been filling that position on a temporary basis, to consider her for the permanent post.

3.2.5. Review Resident Services Coordinator's activities

3.2.5.1. Meet and greet for new and existing residents?

Mike suggested and the members endorsed having a reception to welcome Brooke back and using that as an opportunity to introduce Brooke to the new residents as well as introduce the Board members. November 9th at 2:00 looked like a possible day and time. We will work with Fran to set it up.

3.3. Update on Phase II

3.3.1. Report on leasing activities

The last six applications are under review. Once accepted, these tenants will occupy the remaining available units.

3.3.2. Review permanent staffing plans and budget development

Mike discussed this above.

3.4. Status update on possible Phase III

No further discussion at this time.

3.5. Other

Nothing else raised.

4. New Business

4.1. Establish regular meeting schedule for 2013

The members decided to maintain the schedule of regular meetings as the third Wednesday of the month at 5:30 PM.

4.2. Other

Nothing else raised

5. Approval of minutes from August 15 , 2012

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

6. Resident Questions/Concerns (Mary Lou Hastings)

6.1. Checking in on more elderly, frail residents.

Nothing new at this time.

7. Adjournment

7:45

Respectfully submitted,

David Pinney