

**Housing Authority of the Town of Somers  
Special Meeting November 14, 2012  
Woodcrest Community Room – 71 Battle Street  
Minutes**

1. Call to Order

The meeting was called to order at 5:30

2. Attendance

Marylou Hastings, Robert Landry, Robert Pettee, David Pinney, WINN: Michael Parsons, Brooke Parsons, Lynette Poprovo; REDI: Harvey Edelstein

The commissioners welcomed Brooke's return from maternity leave

3. Old Business

3.1. Construction Report

3.1.1. Update on warranty issues; Phases I and II

Concern has been raised regarding sewer smell around cottages at 75 Battle. The source is identified as local downdraft conditions keeping the emissions from the vents in the area at ground level. Managing attic vents and putting charcoal filters on each vent will hopefully eliminate the problem.

3.2. Management of Property (WINN)

3.2.1. Apartment Rental – Update

3.2.1.1. Review completion of lease-up for Phase II

As of end of October all units are leased, three are still in process of moving in.

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

Two units are vacant. One was a heavy smoker unit and will require extensive work to clean out. The other is lined up with new tenant. Two units will be vacant by end of November. Of these four, two are "grandfathered" units. We have one resident who can no longer work and the board agreed to a rent reduction. Another resident has also seen significant income reduction, so the board agreed to lower the rent in that case as well. These modified rents will still be regarded as part of the pool of "grandfathered" units.

After the first year of occupancy, residents in Phase I units could be considered for relocating to units in Phase II. The only issue would be in regard to residents on reduced rent, given that the budget in Phase II is tight.

3.2.2. Review work orders

The work orders for October were reviewed. Some of Phase II calls were issues for ALCA to address. ALCA has been attending to these promptly. Lynette is going to manage the work orders. She will also create a supplemental record of property damage observed or reported and work down by outside contractors.

3.2.3. Review of activities and issues of concern

3.2.3.1. Damage to siding from landscaping maintenance

Cecil is finalizing a report on damage to address and in what manner and at what cost.

3.2.4. Review Financial Reports

Phase I is in the black and projecting to finish the year as such. We will use the funds available toward a generator for #71. The balance of that expense will be funded from operating and replacement reserves.

Phase II is still in start-up mode and will generate financial reports to accommodate the tax credit code requirements.

### 3.2.5. Budget development for 2013

Mike has developed draft budgets for Phases I and II. Both project a positive cash position for 2013. Phase II is the more challenging as anticipated and requires a 3% rent increase as the initial leases renew next year. Phase I may have a little more flexibility. The board members indicated they want to review prospects for minimizing any rent increase before finalizing plans for this budget.

#### 3.2.5.1. Finalize plans for permanent full-time assistant manager

Mike confirmed that the combined budgets support funding both a manager and assistant manager on a full-time basis. With that information, Marylou moved and Bob Pettee seconded that Lynette Poprovo be appointed permanently to fill the assistant position. Motion passed unanimously.

### 3.2.6. Review Resident Services Coordinator's activities

Fran is back in full-time RSC mode. She provided a report of activities for the past month. A potluck Thanksgiving dinner is attracting much attention.

#### 3.2.6.1. Review reception held Nov. 9<sup>th</sup>

While the reception was intended as a social event, a couple of concerns were raised in conversations residents had with board members. One was providing a generator for #71. While the board and REDI have been looking for Sunamerica to agree for the funds to come entirely from the operating reserves established with the original funding, the limited partner will agree to release only half of the funds needed. As noted above, the balance will come from available operating funds and replacement reserves. Harvey has instructed ALCA to begin the project. Another issue brought up was the lack of a TV and furniture for the community room at #75. Bob and Marylou have purchased a TV and furniture for #75 from SHA funds.

### 3.3. Status update on possible Phase III

After discussion, Pettee moved, Hastings seconded and it was unanimously agreed to proceed with securing the option to purchase property on Eleanor Lane for possible development, pending securing funding. REDI is submitting an application to DECD for grant funds to supplement financing provided by Rockville Bank. Landry moved and Pettee seconded and it was unanimously agreed to extend the professional services agreement between the Housing Authority and REDI for this work on terms similar to those in place for Phase I and Phase II.

## 4. New Business

### 4.1. Other

Nothing taken up

## 5. Approval of minutes from October 17, 2012

Postponed to next regular meeting

## 6. Resident Questions/Concerns (Mary Lou Hastings)

### 6.1. Checking in on more elderly, frail residents.

Not discussed at this time

***These minutes are not official until adopted at a subsequent meeting***

6.2. Status of generator for #71

Addressed above

6.3. Other

Nothing else taken up

7. Adjournment

Meeting adjourned at 8:00 PM

Respectfully Submitted,

David Pinney