

**Housing Authority of the Town of Somers  
Regular Meeting December 19, 2012 – 5:30 p.m.  
Woodcrest Community Room – 71 Battle Street  
Agenda**

1. Call to Order

The meeting was called to order at 5:30

2. Attendance

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

3. Review the site lighting on the property and any impingement with neighbors

Residents from 80 Stebbins 74 Stebbins visited to review their concerns that exterior lighting installed for Phase II parking behind 75 Battle is too bright in their yards and homes. The town building official, John Collins has reviewed and determined that the lights conform to applicable regulations and do not generate direct illumination that extends beyond the property line. Nonetheless, the neighbors are experiencing increased illumination at their residences. Collins suggested lower wattage bulbs might provide adequate lighting and still reduce the indirect illumination that impacts the neighbors. Harvey will review options with the architect.

4. Old Business

4.1. Construction Report

4.1.1. Update on warranty issues; Phases I and II

Complaints about furnaces in phase II creating obnoxious smells. Manufacturer has replaced three units under warranty. Problem appears to arise from animals having been in the units while still in storage at manufacturer. All units are being tested.

Brooke indicates some continuing issues with septic systems. Despite reminders, people flush inappropriate material. Harvey and Bob Pettee will meet with contractor working on pumping station near unit 1.

4.2. Management of Property (WINN)

4.2.1. Apartment Rental – Update

Had five vacancies in Phase I over past month; two filled, other three have contracts pending. There will be a vacancy in Phase II but already have application.

Review plans and prospects for retaining 25% units in Phase I: All legacy units have been retained at the 25% income level.

4.2.2. Review work orders

Cecil on extended medical leave; in the meantime another WINN employee, Paul Thomson, is working on site.

Brooke reviewed reports: A number and variety of issues have arisen and been addressed. Many of the items for Phase II arise from construction issues and ALCA has been prompt in resolving them. Brooke also distributed a first attempt at a new report documenting general property issues that arise and noting actions and dates pertaining to these issues.

4.2.3. Review of activities and issues of concern

Some dumpster locations seem problematic; Harvey will review options.

4.2.3.1. Damage to siding from landscaping maintenance

New maintenance staff will take up Bob Socha's report, review damage, and recommend action.

#### 4.2.4. Review Financial Reports

Mike reviewed Phase I budget report; he projects there will be funds available. Staff suggest needs for a commercial carpet cleaner, a floor polisher, and two additional walkie-talkies. The commissioners agreed with these proposals and then any remaining funds would be used toward the cost of setting up a generator at #71.

#### 4.2.5. Budget development for 2013

Mike distributed his projected budget for Phase II. It incorporates a 3% rent increase but won't generate much additional revenue since most of the renewals will come in the fall. With expenses shared by Phases I and II pro-rated across both budgets, the Phase II budget projects a small surplus.

Mike has been reviewing the Phase I budget with an aim at minimizing rent increases. He anticipates a balanced budget is possible with less than a 3% increase. He will have additional info for commissioner shortly and share it as available.

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

Fran is continuing to reestablish her role as a fulltime RSC. Her report indicated an array of group and individual involvements. She is organizing the annual holiday party that will be held Dec. 20 and appears to represent the largest social gathering at Woodcrest to date.

#### 4.3. Status update on possible Phase III

Not taken up.

### 5. New Business

#### 5.1. Other

Nothing raised.

### 6. Approval of minutes from November 14 , 2012

Motion by Marylou, seconded by Bob Landry and unanimously approved to adopt the minutes as presented.

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

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

Discussion about monitoring the needs of residents at risk suggested that informal involvement among residents maintained as much awareness of the status of residents as a more formal effort would.

#### 7.2. Status of generator for #71

Contractor has begun site work.

#### 7.3. Other

### 8. Adjournment

7:45

Respectfully submitted by

David Pinney

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