

**Housing Authority of the Town of Somers  
Special Meeting June 18, 2013 – 5:30 p.m.  
Woodcrest Community Room – 71 Battle Street  
Agenda**

1. Call to Order

Called to order at 5:35

2. Attendance

Marylou Hastings, Ellie Lally, Robert Landry, Robert Pettee, David Pinney; REDI: Harvey Edelstein, Maureen Corley; WINN: Brooke Hawkins, Paul Thomson; Millennium: Bruce Whitaker

3. David Pinney commended staff from REDI and Woodcrest on providing for highly successful dedication ceremony for Phase II held on June 10.

4. Old Business

4.1. Management of Property (WINN)

4.1.1. Review transition to Millennium as new management firm

Bruce Whitaker, President of Millennium, reviewed some of the aspects of transitioning from WINN's systems to Millennium's. He has explored continuing to work with the Yardi system WINN has had in place for managing finances and other operation activity, but the price from the vendor is looking steep. An alternative may be to use Quick Books.

4.1.2. Apartment Rental – Update

Fully occupied in both phases

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

Bruce is suggesting that the housing authority develop a written policy regarding the goal of continuing to provide units for those at or below 25% of area AMI. The objective would be to operate so as to comply with fair housing regulations and the limited partnership agreement.

4.1.3. Review work orders

Paul attended to update on some issues. A floor tile problem was taken care of by an outside contractor. A leak at a Phase II cottage was corrected by ALCA. Thorough cleaning of the hall rug at 75 seems to have eliminated the odor problem. The fire panel at 63 was affected by thunderstorm lightning. Paul will discuss surge protection with the vendor.

Paul has been working with an individual about reviewing the power equipment and getting it running. But that person has now offered to buy the lot as is. The group was supportive of going forward with that and setting up the garage as a shop.

Brooke is suggesting going back to a staff person doing custodial rather than outside contractor. The person could train on maintenance work and act as backup for Paul. Bruce commenting that with sufficient staff we can develop and implement regular and capital maintenance.

Bob Pettee noted that we should have maintenance contracts in place for the generators. Paul will see to that.

We discussed tracking work orders without using Yardi. Both Brooke and Bruce like using a paper work order request with residents. The general consensus was that tracking and reporting of these activities might be as easily done with a spreadsheet as with a formal program.

4.1.4. Review of activities and issues of concern

4.1.4.1. Damage to siding from landscaping maintenance

Ready to proceed with repairs after change over from WINN.

4.1.4.2. Brooke indicated a resident was asking about having a second cable outlet added to the other side of the living room. An installed outlet could only be done by running additional cable on the outside wall of the apartment. This would be an unappealing precedent and might also invalidate the warranty on the siding. The alternative is for the resident to use a cable splitter and run the additional cable inside the room.

4.1.4.3. Brooke described a request to build a raised flower bed outside one of the cottages. The commissioners affirmed that residents could plant in established beds but it would not be appropriate go beyond that. Also the raised bed would require extra trimming by the lawn maintenance crew, something we have been seeking to minimize since the trimming has at times damaged siding and other structural components.

4.1.5. Review Financial Reports

Reports were distributed via email. Brooke indicated there were no new significant deviations.

Harvey reviewed SunAmerica's demand that we repay the \$30,000 taken from capital reserves to provide the additional needed for the generator at 71. As we transition to our new management firm, we will review the budget and determine what we can commit to a monthly repayment schedule.

Beebe Landscaping has taken over the grounds maintenance with very positive results.

4.1.6. Review Resident Services Coordinator's activities

Brooke distributed and reviewed the monthly report from Fran. Of special note was Fran's substantial and excellent role in organizing the recent Phase II dedication event.

4.2. Status update on possible Phase III

Application is in to DECD for third round of CHAMP funding. Expect report on deficiencies soon. Final decision in September

Further review of septic needs has identified a conflict with DEEP's requirements. Harvey is in conversation with DEEP staff on options. The discussion has revealed that we should be reporting to local WPCA regarding our current systems in phase I and phase II.

4.3. Other

5. New Business

5.1. Bob Landry asking about prospects for irrigation. In response to concerns about not only the initial installation expense but also the cost of the water used, Harvey will investigate use of local wells on the property.

5.2. Other

6. Approval of minutes from May 15 , 2013

Hastings moved, Lally seconded and it was unanimously agreed to approve the minutes as distributed

7. Resident Questions/Concerns

7.1. Marylou raising issue of sidewalks on front side of new cottages; Ellie had heard same concerns. Harvey will review original plans and prospects for funding.

- 7.2. Residents are complaining about ATVs entering property. Brooke and Paul have been reviewing the activity with the police, though they have offered little prospects of locating the responsible parties.
  - 7.3. Residents using visitor spaces at 63 to provide shade; Brooke will send notice. But also concerned about no visitor spaces for new cottages at 63. Harvey will investigate alternative paving options so as to avoid increasing impervious surface.
  - 7.4. Following up on additional table at 71 for non-smokers. Brooke will get back to that.
  - 7.5. Question of how commissioners are selected. Harvey noting statute wherein selectmen appoint and are required to include one resident. Some residents would like to vote on a recommendation for tenant commissioner, but the selectmen make that call.
  - 7.6. Other
8. Adjournment
- Pettee moved Lally seconded and it was unanimously agreed to adjourn at 7:30