

**Housing Authority of the Town of Somers
Special Meeting August 20, 2013 – 5:30 p.m.
Woodcrest Community Room – 71 Battle Street
Agenda**

1. Call to Order

Meeting called to order at 5:30

2. Attendance

3. Marylou Hastings, Ellie Lally, , Robert Pettee, David Pinney; REDI: Maureen Corley; Woodcrest Elderly Housing Staff: Brooke Hawkins, Paul Thomson; Millennium: Bruce Whitaker

4. Discussion with individual residents

Susan Zagrpak #75: Concerned about second-hand smoke; finds the smoke moves from smoking area to non-smoking areas, limits here ability to spend much time on the porch. Smoking area has a variety of personal items left around; none elsewhere on the porch. Catherine Schallenberg also speaking of her concerns. She has lung disease from smoking of her parents. Would like to see entire campus non-smoking. Pat Budreau noted smoking at cottages infiltrates neighboring apartments.

Pat Budreau raised concern about people being overly aggressive complaining about visiting health professionals parking in resident spaces. Also asking if alarms ready to function in electric storms; can we establish opportunities for interested residents to volunteer for outdoor projects on the property; dead branches in trees pose a threat; eaves; ants;

Arrand Knuttel also concerned about smoking; feels some happens indoors during the winter;

Beth and John Field asking about establishing a raised bed for planting at his cottage unit. Had understood if he established mulch border to eliminate need for edging it would be acceptable.

We discussed challenges of banning smoking and our ability to police such a policy. Bruce noted HUD guidelines which support housing authorities establishing such a policy. We will look at installing two or three gazebos as smoking locations and limiting smoking to only those sites.

We also discussed establishing more specific language regarding what residents can and cannot do outside their units. Brooke will develop proposed language for a policy that would limit any non-plant related items to door decorations only and specify exactly what and where residents can add plants outside their units.

Paul will provide volunteer opportunities for residents to help on the property as season and circumstances allow.

5. Old Business

5.1. Management of Property (WINN)

5.1.1. Review transition to Millennium's accounting system

Sharing quickbooks online now enables Woodcrest, Millennium, and REDI staff to all access and see the all the financial files.

5.1.2. Apartment Rental – Update

Currently fully occupied; Some vacancies are upcoming but applications for all are in place or imminent.

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

None of the units turning over is a legacy unit

5.1.3. Review work orders

Recent lightning again damaged alarm panel at 63; Paul having surge suppressor checked.

Septic pump near Battle again needed service. Paul worked with local contractors with good results; one is coming forward with proposal for some overhaul work on the pump.

Some erosion and pavement failure at phase II; checking on ALCA handling this under warranty.

Light pole hit second time; pole leaning head knocked off. Have insurance money from first hit but second driver unknown. Funds may be sufficient to replace head.

Maintenance building: Paul sold equipment netting over \$3,500; installing wall, insulation, and propane heat to establish a workspace would total about \$4,000; Board likes creating the year-round work area and approved going ahead.

5.1.4. Review of activities and issues of concern

5.1.4.1. Damage to siding from landscaping maintenance

Paul getting quote from new vendor

5.1.5. Review Financial Reports

We discussed the form and content of monthly reports to be provided to the board. The consensus was that a one page compilation would be distributed via email on a monthly basis. This summary would focus on the developing status of cash flow within each phase and note any significant variances from budget. Any elaboration board members required would be discussed at the monthly meeting.

5.1.5.1. Prospects for refunding \$30,000 used for generator at #71

Bruce, Brooke and REDI are still developing a complete and accurate picture of budgets and actual income and expenses for Phase I and Phase II. Once completed, Bruce will review with SunAmerica the process of rebuilding the replacement reserves to an acceptable level.

5.1.6. Review Resident Services Coordinator's activities

Fran had prepared a report that was distributed. She is organizing to begin working with residents to apply for energy assistance. Bill McCluskey offered and carried out with some kids he is working with a cookout for the residents that was well attended and well appreciated.

5.2. Status update on possible Phase III

The application for the current CHAMP round is still under review and a response is expected in September. REDI has also submitted to the Department of Housing an application for predevelopment funds.

5.3. Other

None

6. New Business

6.1. Other

None

7. Approval of minutes from June 18, 2013

Pettee moved, Hastings seconded and it was unanimously agreed to approve the minutes as presented

8. Resident Questions/Concerns

8.1. Other

These minutes are not official until approved at a subsequent meeting of the Housing Authority

Residents in cottages without sidewalks accessing the living room entrance are still concerned about going into winter with no way to use that entry with snow on the ground; Brooke indicated we will be shoveling out these entries as part of snow removal even though that would leave a pathway on grass rather than sidewalk.

Residents are unclear about what if any motorcycles are allowed on the property. One issue is non-residents who are not visiting residents riding their motorcycles around the property. If staff members are not available to inform these individuals that the property is private and they are not allowed to ride on the property, than residents should notify police of the trespass. Visitors and others having business at Woodcrest are allowed to use motorcycles on the property. That includes leaving a motorcycle parked in an appropriate visitor space overnight..

Visitors at #71: some residents concerned that too many non-residents in the building. The main entrance is left unlocked during business hours, but there is no evidence that people without appropriate reason are entering the building. As with residents in cottages, if any resident of #71 or #75 is concerned there is someone on the property or in the building who represents a threat to the safety of residents, they should notify staff or the police if necessary. They are advised not to engage anyone on the property that they don't know or whom they regard as threatening in any way.

9. Adjournment

The meeting was adjourned at 7:45

Respectfully submitted

David Pinney