

**Housing Authority of the Town of Somers
Regular Meeting December 17, 2013
Woodcrest Community Room – 71 Battle Street**

1. Call to Order

The meeting was called to order at 5:30

2. Attendance

Eleanor Lally; Robert Pettee, David Pinney; Brooke Hawkins; Bruce Whitaker via phone

3. Discussion with individual residents

None present

4. Old Business

4.1. Management of Property (WINN)

4.1.1. Apartment Rental ó Update

Phase II opening with application under review

Phase I has two vacancies with apps in for both

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

No activity with these units

4.1.2. Review work orders

Nothing out of the ordinary for maintenance

Property report was distributed via email; Brooke still tweaking format

Cold weather has produced some draft and cold spot issues. One unit in #71 needs to be evaluated as to whether it's a construction or a maintenance problem. Brooke will contact Bob Socha to see if he might review this.

4.1.3. Review of activities and issues of concern

4.1.3.1. Review of draft resident handbook including implementation of no-smoking policy

Reviewed the draft distributed at the previous meeting noting where the document which had been adapted from another operation might be modified to better conform with conditions at Woodcrest. The draft smoking lease addendum looked good as presented. It was felt a policy on fines for lease infractions that starts with verbal then written warnings before proceeding to exponentially increasing fines would be more effective than a flat, fixed-rate fine. This policy would be included as a stand-alone section in the handbook to be utilized at the discretion of management to address any instance of continuing lease infraction. It was agreed however that the fine policy would be applied to all violations of the non-smoking policy.

4.1.3.2. Damage to siding from landscaping maintenance

T-square ready to go as weather allows

4.1.3.3. Possible installation of security cameras

Talking to potential vendors and reviewing options

4.1.4. Review Financial Reports

4.1.4.1. Year-end projections for 2013

Bruce reviewed the report format and year-end projections. Phase I will have no surplus while Phase II could be looking at some surplus. There are some small projects, such as office computer upgrades, to look with funds potentially available.

4.1.4.2. Proposed budgets for 2014

Brooke and Bruce have prepared budgets for 2014. They anticipate across the board rent increases of 2%. We will review them in detail at the next meeting where hopefully more people will be present to participate in the discussion.

4.1.4.2.1. Review of benefits provided to employees

The discussion focused solely on health and dental insurance. Brooke opts out to participate in her spouse's coverage. Lynette and Fran are still continuing with participating in WINN's coverage through COBRA. They are responsible for 100% of the premium but receive reimbursement from Woodcrest so that their portion of the payment is the same as it was when they were WINN employees. They are looking forward to moving on to a more permanent arrangement that no longer involves the separate COBRA payments. We have anticipated that Woodcrest employees would enroll in Millennium's plan, but that plan will be changing in July. Bruce will be reviewing this with his company's insurance agent and discuss that with us. In the meantime, we will look at whether Woodcrest employees might be eligible to participate in the town's coverage and what that might look at as an alternative.

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

Maureen had sent an email indicating that REDI had sent an email to SunAmerica noting that the partnership agreement indicates refunding the reserves is not required. To date, no response has been received.

4.1.5. Review Resident Services Coordinator's activities

Christmas party Friday; put on by Woodcrest; Growers Direct donating poinsettias

Staff distributed Thanksgiving dinner provisions to 28 residents using food donated by Foodshare.

4.2. Status update on possible Phase III

Applying for round 4 of CHAMPS funding

4.3. Other

5. New Business

5.1. Meeting schedule for 2014

Those present felt continuing to meet on the third Tuesday of the month at 5:30 would be fine.

5.2. Other

Bob Pettee expressing concern over process of deciding to sell truck and buy a golf cart; we will take that up at our next meeting when more are in attendance.

6. Approval of minutes from November 19, 2013

Pettee moved, Lally seconded and it was unanimously agreed to accept the minutes as presented.

These minutes are not official until adopted at a subsequent meeting

7. Resident Questions/Concerns

Ellie indicated she has had a number of discussions with residents raising questions or concerns, but these were satisfactorily resolved.

7.1. Other

8. Adjournment

The meeting adjourned at 7:00 PM.

Respectfully submitted

David Pinney