

**Housing Authority of the Town of Somers  
Regular Meeting January 28, 2014 – 5:30 p.m.  
Woodcrest Community Room – 71 Battle Street  
Special Meeting Agenda**

1. Call to Order

The meeting was called to order at 5:30

2. Attendance

Marylou Hastings, Ellie Lally, Robert Landry, Robert Pettee, David Pinney; Brooke Hawkins Bruce Whitaker, Maureen Corley

3. Discussion with individual residents

No comments raised

4. Old Business

4.1. Management of Property (WINN)

4.1.1. Apartment Rental ó Update

Phase 100%, one coming open but new application in process; Phase II has two units getting new residents; another is coming up given a death, but there is smoking and physical damage to the unit that will need considerable repair.

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

No activity in this area

4.1.2. Review work orders

Mostly typical but fair number of no heat due to condensation freezing in the propane supply line in the mechanical room. Still searching for permanent fix.

4.1.3. Review of activities and issues of concern

4.1.3.1. Implementation of no-smoking policy

Just completing the revisions to overall resident handbook. The smoking addendum now has a detailed violation response which will also be included in the handbook for all persistent infractions. Hoping to deliver these to residents for Feb. 1 with smoking infractions in effect April 1

4.1.3.2. Damage to siding from landscaping maintenance

Contractor has not been in to pursue the work in this weather

4.1.3.3. Trimming damaged trees

Originally proposed work has been done but additional concerns noted by the contractor; he has proposed \$1600 of work and will review it with Jay.

4.1.3.4. Possible installation of security cameras

Only one quote in so far; would run \$6,000 to 8,000. Locations limited due to internet access but would cover most of critical areas. Higher price would include better quality camera that will capture better image. Still planning to review with other potential vendors.

4.1.4. Review Financial Reports

4.1.4.1. 2013 Final results

Phase I ended the year with a negative cash flow and still has invoices to pay. Heavy snow removal expenses and auditing fees contributed to this. Operating reserves can

cover some of this, but Maureen and Bruce are reviewing the partnership agreement to confirm implications of drawing on the reserves.

Phase II ended the year in a slightly positive position. Still reviewing distribution of some shared expenses between phase I and II.

4.1.4.2. Budgets for 2014

Bruce and Brooke have budgets in place that are conservative in expense projections, anticipate a 2% increase in rents, do not call for converting any legacy units to market rates and show a positive cash position for the year.

4.1.4.3. Review of benefits provided to employees

Employees carried over from WINN are still participating in WINN's coverage through COBRA and pay in the same amount as when they were WINN employees. The plan is to change them to Millennium's coverage but that coverage will be changing upon renewal in July. It was agreed to maintain the current arrangements pending finalization of Millennium's renewal. The new employee will begin coverage with Millennium's current plan.

4.1.5. Review Resident Services Coordinator's activities

Fran continues to be active in many areas. During the cold weather she is checking in on residents systematically to assure they are in good health.

4.2. Status update on possible Phase III

Nothing going on until next CHAMP funding round in June

4.3. Other

5. New Business

6. Resident Questions/Concerns

Drafty doors still a problem; frequent adjustments of weather-stripping is not solving the problem. Brooke will call Bob Socha to see if he might review and offer an independent opinion. Ultimately it would seem to fall back to a construction problem that may require modifying door frames.

Residents raise questions about what rules and regs apply to them. Memos don't seem to provide satisfactory answers. Meeting with residents in groups tends to develop more complaints and questions rather than provide clarification. Management will continue to address concerns individually as they arise.

7. Adjournment

The meeting adjourned at 7:30

Respectfully submitted,

David Pinney, Chair