

**Housing Authority of the Town of Somers
Minutes of Regular Meeting April 15, 2014
Woodcrest Community Room – 71 Battle Street**

1. Call to Order

The meeting was called to order at 5:30

2. Attendance

Marylou Hastings, Ellie Lally, Robert Landry, David Pinney; Brooke Hawkins, Bruce Whitaker; Harvey Edelstein, Maureen Coorley; several residents

3. Discussion with individual residents

Pat Boudreau: in regard to the grounds, Pat has been sweeping in parking areas and walkways. She has also been piling mulch up around trees. Concerned that mulch is too high at buildings creating contact with wood under siding. Pat proposing a beautification committee; we responded that that concept is already in place and all we need to do is follow it.

4. Old Business

4.1. Management of Property (WINN)

4.1.1. Apartment Rental ó Update

Vacancies in Phase I: one unit has an application under review; second unit ready for review; four coming up in May with new residents lined up for two. Two 60% units in Phase II struggling to find qualified applicants who are ready to move in. Brooke proposed offering \$100 rent credit to current residents that refer a successful new resident. Board endorsed the concept as long as waiting list was exhausted first.

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

All turnovers have not involved grandfathered units.

4.1.2. Review work orders

Spring clean-up starting soon.

Work orders have been lighter as heating season winds down. Jay trying to spend as much time on turnovers as possible

4.1.3. Review of activities and issues of concern

4.1.3.1. Implementation of no-smoking policy

Have issued some verbal conversations but no fines as of yet. Some going to e-cigarettes. We'll monitor to see if this too might be a problem.

4.1.3.2. Damage to siding from landscaping maintenance

Beebe's damaged has been repaired; old orphaned damage on Phase I still hanging but waiting for stronger cash flow.

4.1.3.3. Latest evaluation of drafty doors in renovated garden apartments

Bob Socha, Jay and Harvey reviewed some options, mostly focusing on drop-down door sweeps and better weather-stripping. Filling the hollow metal door frame would help but would be costly. Bob is writing a follow-up report.

4.1.3.4. Follow-up on other items reviewed by Bob Socha

Reviewed furnaces today and found several systemic issues: thermostats are wired incorrectly for the two-stage furnace; variety of residue present inside vents; gas pressure may be low. High grade will examine gas pressure. Slope of vents can be

modified. Alca will be involved in rectifying thermostats, piping. Brooke noting that thermostats are too complicated for many residents and many service calls are simply to correct the settings on the thermostats. Replacing with simpler models would help a lot.

4.1.4. Review Financial Reports

4.1.4.1. Monthly review of current budgets and actual expenses

Phase I YTD operating loss reduced from \$20000 to about \$6000; outstanding payables reduced from \$77k to \$60k; Phase II was \$22k in red; reduced to \$17k.

4.1.4.1.1. Review of benefits provided to employees

Still no news on Millennium's renewal options that will be coming up in July

4.1.5. Review Resident Services Coordinator's activities

Fran was present to distribute and review a list of activities with which she has been involved over the past month.

4.1.6. Lynette Propovo is resigning to take another position

Bruce's office will be taking on deposits and invoices; Brooke and Fran want to try to set times for being available and times when access is limited to phone. Bruce will introduce the changes at Lynette's party on Thursday

4.2. Other

Brooke noted audit report from state appointed Spectrum has come in with no finding of concern.

5. New Business

5.1. Other

5.1.1. Ellie to board of directors

Marylou moved, Bob seconded and it was unanimously agreed to appoint Eleanor Lally as a member of the Boards of Directors of both Woodcrest Housing Management, Inc. and Woodcrest Housing Management Phase II, Inc.

6. Approval of minutes from March 18, 2014

Ellie moved, Marylou seconded and it was unanimously agreed to approve the minutes as presented.

7. Resident Questions/Concerns

Nothing raised

8. Adjournment

The meeting was adjourned at 6:45