

**Housing Authority of the Town of Somers
Minutes of Special Meeting May 21, 2014
Woodcrest Community Room – 71 Battle Street**

1. Call to Order

Called to order at 5:35

2. Attendance

Marylou Hastings, Ellie Lally, Robert Landry, David Pinney; Brooke Hawkins; Bruce Whitaker; Harvey Edelstein; Bob Socha

3. Discussion with individual residents

Nothing raised

4. Old Business

4.1. Management of Property (WINN)

4.1.1. Apartment Rental ó Update

Two move-ins in April, 4 in May, 1 in June.

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

Four units coming up, all are 50% units; After much discussion about the finances of Phase I, as outlined below, Ellie moved, Marylou seconded and it was unanimously agreed to rent these units out at the current 50% rate in order to boost revenue

4.1.2. Review work orders

Distributed but no major concerns noted.

4.1.3. Review of activities and issues of concern

4.1.3.1. Management staffing arrangements

Brooke having some better cooperation from residents about giving her time to concentrate on necessary administrative work.

4.1.3.2. Implementation of no-smoking policy

Not discussed

4.1.3.3. Update on items reviewed by Bob Socha

Bob distributed report on meeting and work done last week; original mechanical company was present as was the propane company; gas pressure and poorly pitched piping was noted and addressed. Building 75 has pitch issues also that are also being addressed.

Bob presented info on drop-down door sweeps and improved weather-stripping. Cost of materials quoted at \$6800; Bob can get quotes on installation proposals.

Complaints about units feeling cold were raised; Harvey and Bob will develop a plan to inspect.

4.1.4. Review Financial Reports

4.1.4.1. Monthly review of current budgets and actual expenses

Making progress on old payables and snow bill, but Phase I still struggling to cover expenses. Additional revenue will be needed to get back into positive cash flow.

4.1.4.2. Review of benefits provided to employees

Not discussed

4.1.5. Review Resident Services Coordinator's activities

Not discussed

4.2. Other

Brooke and Maureen have been investigating getting a bank debit card that staff could use for local purchase rather than relying on ordering. Bruce brought up using a pre-paid cash card for establishing a petty cash account. As it is used the cash balance would be renewed through normal requisition process.

Brooke reported that High Grade Gas Service is donating 100lb propane tanks for gas grills owned by Woodcrest. High Grade will also keep them supplied with fuel at no charge. New Business

Bob moved, Ellie seconded, and it was passed unanimously to move meeting time to 2:00 PM. This might need to be revisited if it complicates finding someone to fill the vacancy on the Board.

4.3. CHAMP round 5

Harvey reported he was not pursuing this but was instead looking at seeking 4% tax credits to develop property off Goodwin Drive. The owners of the property on Eleanor Lane no longer want to sell.

4.4. Other

5. Approval of minutes from April 15, 2014

Bob moved, Marylou seconded and it was unanimously agreed to approve the minutes of the previous meeting.

6. Resident Questions/Concerns

Ellie brought forward a request for the office to notify residents regarding people who are ill or have died. It was suggested one or more residents might volunteer to do this.

Ellie brought forward a request to wash hallway rugs. Brooke indicated this work is already scheduled.

Ellie brought forward a question as to whether the white powder noticed coming from vents has been tested. It has not.

7. Adjournment

Adjourned 8:10