

**Housing Authority of the Town of Somers  
Minutes of the Meeting September 16, 2014  
Woodcrest Community Room – 71 Battle Street**

1. Call to Order

The meeting was called to order at 2:15

2. Attendance

Marylou Hastings, Ellie Lally, Robert Landry, David Pinney; Brooke Hawkins, Harvey Edelstein, Maureen Corley

3. Discussion with individual residents

No comments

4. Old Business

4.1. Management of Property – Report from B. Hawkins, property manager

4.1.1. Apartment Rental – Update

Phase I: five vacant, with two under deposit, three that failed in application; appointments in place to show.

Phase II: two vacant, both rented for Oct 1 move-in.

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

Nothing new

4.1.2. Review work orders

Brooke distributed printed reports from past two months; no major problems; lots of light bulb replacements, Harvey would like to see a list of materials used.

4.1.3. Review of activities and issues of concern

4.1.3.1. Update on items reviewed by Bob Socha

Harvey and Bob met to review ongoing areas of concern. Bob had proposal for correcting door seals and weather stripping in Phase I cottages. Harvey plans to involve the architect and contractor in developing the plan and who pays.

Still concern about apartments feeling cold; plan to review thermostat placement

4.1.4. Review Financial Reports

4.1.4.1. Monthly review of current budgets and actual expenses

Maureen distributed reports she had prepared and reviewed them. Showing positive results relative to budgets, but cash flow is still struggling to catch up on old payables.

4.1.5. Review Resident Services Coordinator's activities

Spending two days a week on heating assistance apps; but continuing to maintain other programs and contacts.

Brooke and Fran are both still struggling to maintain blocked out hours to concentrate on work and not be available for drop-ins.

4.1.6. Staffing Woodcrest's office

Have received a contract proposal from an employment service to provide a 20-hour position for processing invoices and payables.

Current maintenance person is leaving next Friday. Considering temp agency for immediate staffing along with advertising directly.

4.2. Other

Nothing raised.

5. New Business

5.1. Other

Nothing raised.

6. Approval of minutes from August 19, 2014

Motion made by Marylou, seconded by Ellie and unanimously adopted to accept the minutes as presented.

7. Resident Questions/Concerns

Ellie indicated some people are nervous that an upcoming resident meeting would bring up many new rules. Existing rules might be a subject of conversation, but there are no new ones to bring up.

Ellie also reviewed how she sends in money each month toward the annual service fee with High Grade Gas so that when the annual charge is levied, there is credit to cover all or most of it.

Gutters overflow occasionally but this is not blockage in the gutter. The leaf guard reduces the rate at which water gets into the gutter and some excess goes over the edge. In other instances, water is not draining away fast enough and overflows from the gutter itself. Harvey wants to review things.

Resident meeting November 18 at #75 at 10:00 am and at #63 at 1:00 pm. Brooke will send out a notice soliciting questions or concerns to be submitted ahead of time.

8. Adjournment

The meeting adjourned 3:45

Respectfully Submitted

David Pinney