

**Housing Authority of the Town of Somers
Minutes of Meeting held November 18, 2014
Woodcrest Community Room – 71 Battle Street**

1. Call to Order

The meeting was called to order at 2:10

2. Attendance

Elly Lally, Marylou Hastings, Robert Landry, David Pinney, Brooke Hawkins, Fran Little, Harvey Edelstein

3. Discussion with individual residents

Having had two different meetings with residents earlier this same day, there were no additional comments or questions raised.

4. Old Business

4.1. Management of Property (WINN)

4.1.1. Apartment Rental – Update

Phase I has four vacancies and Phase II has three. Openings come from residents moving to assisted care facilities, but also include two who passed away.

Brooke and Fran are lining up applicants and submitting applications for approval. They are also working directly on preparing the vacant units while we seek to replace the recently vacated maintenance position. Some of the work, such as painting will be done with outside contractors.

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

None of the vacancies involve grandfathered units

4.1.2. Review work orders

With the maintenance position open, Brooke and Fran have been personally taking care of the higher priority problems or bringing in appropriate contractors.

4.1.3. Review of activities and issues of concern

4.1.3.1. Update on items reviewed by Bob Socha

Bob Socha was present to review final plans for installing drop-down door sweeps on both exterior doors for the cottage apartments in Phase I. More substantial weather-stripping will also be installed. Materials and installation will cost between \$14 - \$15,000. Harvey will submit the order for the materials while also reviewing contractor proposals for the installation work. We will cover the cost from the capital repair and maintenance reserve account.

4.1.4. Review Financial Reports

Maureen Corley from REDI was not present so we will review financial reports at the next meeting. Harvey has negotiated a snow removal contract for the upcoming season that should help keep the cost lower than last year.

4.1.4.1. Monthly review of current budgets and actual expenses

4.1.4.2. Projections for year-end

4.1.4.3. Plan and prospects for developing the 2015 budget

4.1.5. Review Resident Services Coordinator's activities

Fran distributed and reviewed a report of activities she has been part of. They include taking and submitting 75 applications for heating assistance, signing up 26 people for turkey and vegetables provided by Foodshare, and continues in organizing social events and helping individuals secure assistance for which they are eligible.

4.1.6. Staffing Woodcrest's office

Discussion among those present developed a consensus that we would seek a maintenance person capable of working independently on mechanical and building needs, including securing outside service as needed. This person would also oversee a part-time maintenance assistant who would take direction in carrying out various duties as required.

4.2. Other

5. New Business

5.1. Review of items from resident meetings

Residents had submitted questions and suggestions prior to the two meetings that were held this day. Many of those were discussed at the meetings. Some, such as weather-stripping and maintenance staffing, were further addressed at this meeting.

5.2. Other

6. Approval of minutes from September 16, 2014

Elly moved, Marylou seconded and all agreed to approve the minutes as presented

7. Resident Questions/Concerns

Nothing additional was brought up

8. Adjournment

The meeting adjourned at 3:45

Respectfully submitted,

David Pinney, Chair