

**Housing Authority of the Town of Somers
Meeting February 24, 2015 – 3:00 p.m.
Woodcrest Community Room – 71 Battle Street
Adjourned Meeting Minutes**

1. Call to Order

The meeting was called to order at 3:00pm

2. Attendance

Ellie Lally, Marylou Hastings, Dave Arnold, Bob Landry, David Pinney, Brooke Hawkins, Bob Green, Harvey Edelstein, Maureen Corley

3. Discussion with individual residents

One resident raised a concern that a frost heave at his cottage is obstructing opening the door to some extent. Bob Green indicated he would tackle that when it gets to the point where it is not possible to open the door at all. Another resident asked if snow will be removed from cottages. Bob Green is monitoring roof conditions but only removing snow that blocks the vents from the individual furnaces. It was asked if we expect any complications when all the snow and ice starts to melt. If residents see any sign of water coming through the roof at the eaves or elsewhere, they should report that to the office.

4. Old Business

4.1. Management of Property (WINN)

4.1.1. Apartment Rental – Update

Phase I: four open with two rented and under deposit; the other two are still available and people touring them; Phase II has three open and available

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

No change as most of the available units were part of last month's review

4.1.2. Review work orders

Bob distributed and reviewed a list of items he is addressing

Frank's Landscaping is working on removing snow from roof areas where it presents a danger in regard to weight, icing or vent blockage. There has been one instance of water damage from ice dams. Outside contractor removed the snow and ice and Woodcrest staff (Bob) will repair the damage

4.1.3. Review of activities and issues of concern

4.1.3.1. Maintenance staffing

Bob is currently the only maintenance staff person. In addition to active involvement with treating ice on walkways he took care of 71 work orders that came in during the previous month.

4.1.3.2. Update on items reviewed by Bob Socha

Bob Green has done some installation of new door sweeps and weather-stripping on some cottage doors but little opportunity for that during the weather related demands.

4.1.3.3. High Grade Gas Service billing procedures

Given audit and weather and other demands, Brooke and Fran have not succeeded in having much contact and dialog with High Grade. They are still pursuing it.

4.1.4. Review Financial Reports

4.1.4.1. Status of audit of 2014 actual expenses and revenues

Draft report is already circulating with tax accountant; the partners expect draft by end of February.

4.1.4.2. Review of current 2015 budget and actual financials

Maureen reviewed January; some exceptional and one-time expenses have skewed cash flow, but basically actuals are tracking well with budgeted

4.1.5. Review Resident Services Coordinator's activities

Fran out sick at the moment and she did not provide a report; similar activity as reported last month; considerable time spent on rental activity

4.1.6. Update on staffing Woodcrest's office

Still part-time bookkeeper, now on staff of REDI LLC

4.2. Other

Possible executive session to review contracts for management services. This will be taken up after all of the public material has been covered.

5. New Business

5.1. Request for waiver of PILOT paid by Phase II

David Pinney reviewed a letter he wrote to the Board of Selectmen requesting a review of the Payment in Lieu of Taxes currently required from Phase II. The selectmen received this letter only recently and we have not had any response yet. We hope to be able to meet with the selectmen to discuss the topic.

5.2. Other

David Pinney noted that the commissioners and some others were named in a Freedom of Information complaint filed in regard to the December meeting at which financial reports were discussed in the private meeting of the board of directors of the general partners of Phase I and Phase II instead of in open session of the housing authority meeting. He noted that these reports have typically been part of the public meeting and will continue to be. He also reviewed the potential problems under the FOI law of having private meetings of the corporations that are the general partners for the Woodcrest limited partnerships given that the directors of these corporations are also commissioners of the housing authority. This confuses whether the private meetings can be challenged as also being meetings of the housing authority that should be subject to conforming with all FOI requirements. He suggested that any discussions about staff, contracts, or pending litigation would be appropriate for executive session within the housing authority meeting and that going this route could enable the general partner corporations to address their responsibilities for management of Woodcrest operations without creating the potential of conflicting with FOI requirements.

6. Approval of minutes from January 22, 2015

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

7. Resident Questions/Concerns

Ellie is distributing a thank you card to give to plow team. The office will hold the card so others can sign before giving it to the team.

8. Marylou moved, Ellie seconded to go into executive session at 4:15 to review management contracts and pending litigation.

Bob moved, Dave seconded to amend the motion to add review of potential financial misrepresentation by a resident. This was passed unanimously. The original motion as amended was also passed unanimously.

Came out of executive session at 5:10. Marylou moved, Ellie seconded and it was unanimously agreed to authorize chairman David Pinney to sign an amendment to the partnership agreement for Phase I that would authorize establishing REDI, LLC, as the management company for Woodcrest Elderly Housing.

9. Adjournment

The meeting was adjourned at 5:12.

Respectfully submitted,

David Pinney