

**Housing Authority of the Town of Somers
Meeting March 17, 2015
Woodcrest Community Room – 71 Battle Street
Meeting Minutes**

1. Call to Order

Meeting called to order at 2:00pm

2. Attendance

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

3. Discussion with individual residents

A door that was brought up at last month's meeting as rubbing on the concrete was taken care of.

4. Old Business

4.1. Management of Property (REDI, LLC)

4.1.1. Apartment Rental – Update

Phase I: last month had four open (two rented, two available); now one has tenant moving in, one application still in process, two still available; add three more with one under deposit and two available.

Phase II: last month was three available; this month one of those has tenant moved in, one ready to move, one available and new one available.

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

Nothing in the new openings

4.1.2. Review work orders

Bob Green handed out summary. He's still coming in early to treat ice on sidewalk;

Bob will be working through repairs of damage from water infiltration; Bob and Harvey will be developing corrective action to reduce problems in the future

Several no heat calls represent burners that need more extensive cleaning. We'll be more specific with service contracts to include this type of cleaning.

4.1.3. Review of activities and issues of concern

4.1.3.1. Update on items reviewed by Bob Socha

Bob continues to work on door weather-stripping and drop-down sweeps as time allows. He will be able to complete this as the weather improves.

4.1.3.2. High Grade Gas Service billing procedures

Fran and Brooke have had contact; Fran distributed written summary. High grade still saying they can't send monthly statements every month if nothing owed on the account or amount owed is less than \$10. They will provide info on status of payments received from energy assistance.

Frustration remains because billing and statement procedures are inconsistent and fail to keep the customer informed.

4.1.4. Review Financial Report

4.1.4.1. Status of audit of 2014 actual expenses and revenues

The draft audits are completed and being reviewed by the limited partners. They will be available for the directors of the general partners when they are finalized by the accounting firm.

4.1.4.2. Review of current 2015 budget and actual financials

Maureen handed out a balance sheet and profit and loss statement for Phase I and Phase II. She noted some of the one-time and other non-ordinary expenses. While snow removal and sanding costs have been running high, the season for that is not completed so actual expense versus budgeted amounts will be clearer next month. We discussed running the report to show monthly and year-to-date actual expenses as well as amounts originally budgeted.

4.1.5. Review Resident Services Coordinator's activities

Fran distributed a written summary. She is helping substantially on renting; also much activity on additional heat assistance from Access

Met with new social services director; looking to connect more; will come to Woodcrest in May to review programs and services.

Fran has also been discussing on site dental cleanings with a dental hygienist who has portable equipment and would be interested in establishing a pattern of monthly visits.

4.1.6. Update on staffing Woodcrest's office

The part-time bookkeeper is working out well at 15 hours/week and will likely continue at that arrangement

4.2. Request for waiver of PILOT paid by Phase II

David Pinney reported that he had received no communication from the selectmen regarding the request, but had read in the selectmen's minutes that the request was received at the February 19th meeting and denied. There was discussion about raising the topic at the town budget hearing in April. We will seek more information on fire department and ambulance calls to Woodcrest as regards frequency and insurance reimbursement as there is some expectation that this activity is regarded as a burden on the department and the town.

4.3. Possible executive session to review contracts for management services

Nothing outstanding at this time.

4.4. Other

Nothing raised.

5. New Business

5.1. Other

Nothing raised.

6. Approval of minutes from February 24, 2015

Dave Arnold noted a spelling correction that needed to be made and with that, Bob moved, Ellie seconded and it was unanimously agreed to accept the minutes as corrected.

7. Resident Questions/Concerns

Fence at units 1-12 damaged by snow plow; contractor will repair after the winter season.

8. Adjournment

Meeting adjourned at 3:30

These minutes are not official until approved at a subsequent meeting

Respectfully submitted,

David Pinney