

**Housing Authority of the Town of Somers
Minutes of Special Public Meeting
Thursday, March 11, 2010
Woodcrest Community Room – 71 Battle Street**

1. Call to Order

The meeting was called to order at 6:40 by Chairman D. Pinney

2. Attendance

Bob Landry, Mary Lou Hastings, Bob Pettee, Dave Pinney; also Brooke Hawkins (WINN), Brian Lemire (WINN), Harvey Edelstein (REDI)

3. Old Business

3.1. Construction Meeting(s) Report

3.1.1. House at 53 Battle Street – Reassign authority to sign mortgage extension to new Housing Authority chair, David Pinney

Motion made and seconded (Hastings, Pettee) and passed unanimously to extend the mortgage agreement with Rockville Bank regarding the property at 53 Battle Street and to authorized David Pinney as Chair or Robert Landry as Treasurer to execute all documents pertaining to said mortgage and represent the Authority in all matters pertaining to the mortgage.

3.1.2. Report on resolution of outstanding building issues

Brooke and Harvey reported that every apartment has been reviewed and all existing issues addressed. Brooke has prepared a list of issues raised and work done. There is a written procedure in place to take up future concerns. Brooke has also drafted an emergency evacuation plan that will be shared with the board. Arrangements have been made to utilize the town's senior buses and drivers in the event residents need to be transported to shelters. A meeting will be set up in April to review the plan and and alarm systems with residents.

3.2. Management of Property (WINN)

3.2.1. Apartment Rental – Update

All units are rented as of April 1. Brooke has a list of people interested in the remaining 23 units as work on them is completed this spring. She expects to occupy them during June and July

3.2.2. Review of 2010 operating budget

Brian and Harvey discussed actual and budgeted revenues and expenses. With all current units occupied, the shortfall is less than \$2,000 per month. There will be a surplus generated once the remaining units are completed and occupied. By year-end, a total net operating surplus of \$40,000 is expected.

3.2.3. Resident Services Personnel – Update

The Commissioner of DECD has confirmed that Woodcrest no longer qualifies to participate in a state grant program designed to support a resident services coordinator. But the additional revenue generated by occupying the final units due to be completed by June will provide sufficient funds to support a part-time arrangement for resident services.

WINN has recently established a relationship with a firm well qualified to provide this service.

3.2.4. Review nighttime security at Woodcrest

Discussions continued as to the nature of the need and the prospects for providing increased coverage as rental income increases

3.2.5. Review procedures for answering incoming telephone calls

There was discussion about the desirability and prospects to provide for incoming calls to Woodcrest to be answered by a live person. Some residents would prefer that Brooke is always available to answer the phone, though that was recognized as unachievable. We will continue to utilize an answering service that provides a live response to all calls not answered at Woodcrest. This service is ready to provide any type of follow-up needed. Brooke will provide residents with a written description of these provisions.

3.3. Review plans for Phase II and associated LIHTC application.

3.3.1. Review current and projected populations to be served and associated rental rates

Harvey and Brian reviewed the income levels targeted within the 60 additional units proposed under Phase II of the Woodcrest expansion project. At the level of development funding anticipated if current applications are successful, twenty of the additional units would be reserved for the lowest income level, those households whose income is only 25% of the area median income. The rent needed to support these units would be approximately 30% of that level of income. Six units would be targeted for households whose income is 80% of area median income at a rental rate representing 30% of that income level. The remaining units would be for households at 50% and 60% of area median income. This array of income levels and rents would increase the financial stability of Woodcrest over the long term, but the board members still want to review periodically and assure that as many units are made available to the lowest income elderly residents in the community as possible.

3.3.2. Review procedures for modifying existing or renewed rental rates

There was discussion that confirmed that once rents are set and leases signed, those rents cannot be changed until the time of lease renewal. Board members reaffirmed that current residents who have rental rates grandfathered in under the procedures in place before the renovation and expansion project began will not see their rents increase by more than 3% per year.

4. New Business

4.1. Discussion/possible action authorizing applying for Low Income Housing Tax Credits and for David Pinney to execute all related documents.

Motion made and seconded (Hastings, Pettee) to endorse application for Low Income Housing Tax Credits for Phase II and to authorize David Pinney as Chair and/or Robert Landry as Treasurer to represent the Authority in this matter and sign any required documents.

4.2. Review residents' interests in gardening, outdoor hanging baskets, birdfeeders, and clotheslines

Following discussion of various gardening options, it was decided to allow residents to keep containerized plants outside of their immediate apartment area. Review will continue on providing community garden space for more substantial plantings. Residents may put out a hanging basket by procuring an appropriate hook and having management (Cecil) install it. After

additional discussion, it was decided that birdfeeders and personal clotheslines would not be appropriate and would not be allowed.

5. Resident Questions/Concerns (Mary Lou Hastings)

No additional comments

6. Adjournment

The meeting adjourned at 9:30

Respectfully submitted,

David Pinney, Chairman