

**Housing Authority of the Town of Somers
Meeting Minutes for April 21, 2015
Woodcrest Community Room – 71 Battle Street**

1. Call to Order

The meeting was called to order at 2:00

2. Attendance

Ellie Lally, Marylou Hastings, David Arnold, David Pinney, Brooke Hawkins, Fran Little, Harvey Edelstein, Maureen Corley

3. Discussion with individual residents

John Steele has had several deliveries to their unit because it is apartment #63 at 63 Battle St. We'll consider additional signage on the property.

Parking problems when moving cars to plow or sweep. Ellie has an idea she wants to review with Brooke and Fran.

4. Old Business

4.1. Management of Property (WINN)

4.1.1. Apartment Rental – Update

Phase I: 8 in process; five rented with move-in dates set, one deposit, two available. One new one is a legacy unit. Phase II: total 3, two rented, one available.

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

Marylou moved, Ellie seconded and it was unanimously agreed to re-rent the newly available “grandfathered” unit at the originally designated 50% level.

4.1.2. Review Condition of the Facilities and work orders

We discussed the time and expense of snow removal from roofs and problems generated by ice dams. Harvey anticipates better ventilation in the attic area will help; he is developing plans for the necessary modifications.

Brief report that Harvey brought after reviewing work orders with Bob Green: a variety of minor issues Bob has kept up with; he is also working on weather-stipping as time allows

4.1.3. Review Financial Condition

Staff is working through a process of documenting actual utility expenses by unit type to back up the utility allowance.

Maureen indicating providing reports for syndicators requires waiting full month so no report ready yet for March. There will be a report next month reflecting on March. In general, cash flow is still running very tight now that all of the snow removal invoices are in and we continue to work through a high number of turnovers.

4.1.4. Review Resident Services Coordinator's activities

Fran distributed a summary: much time required for rental activity; continuing with helping individuals with various programs; Pat Juda coming for renter's rebate applications; town senior center staff coming to review programs and activities available to Woodcrest residents; Fran also receives many of the work orders and initiates response. She is often the front line for answering the phones as well.

4.2. Possible executive session to review contracts and litigation

There are some items to discuss but this will be left to the end of the meeting.

4.3. Other

Nothing raised

5. New Business

5.1. Other

Nothing raised

6. Approval of minutes from March 17, 2015

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

7. Resident Questions/Concerns

Marylou indicates there have been some calls on pole lights being out. Brooke indicates need four to call for truck in order to keep cost lower.

Also discussion of notifying of death of resident but timing and privacy issues complicate a standard approach to this

8. Dave moved, Marylou seconded and it was unanimously agreed to enter into executive session at 3:15 to review some contract issues and pending litigation. Brooke, Harvey and Maureen were invited to join the session.

Came out of executive session at 4:37

9. Adjournment

The meeting was adjourned at 4:37

Respectfully submitted,

David Pinney, chair