

**Housing Authority of the Town of Somers**  
**Meeting May 15, 2024**  
**71 Battle Street**  
**Meeting Minutes**

1. Call to Order

The meeting was called to order at 1:00pm

2. Attendance

Marylou Hastings, Terri Schmidt, John Nejfelt, David Pinney, Brooke Hawkins,

3. Discussion with individual residents

Brooke was anticipating there might be several maintenance concerns raised at today's meeting, so she asked our maintenance team head, Dave Oulette, to attend and review procedures for responding to issues raised by residents. Dave and Brooke outlined procedures for generating a work order and assigning it to one of the three maintenance staff members or calling in outside contractors when needed. Since John Nejfelt is new to the housing authority, he was interested to learn more about these procedures and what resources we have on site to address maintenance needs. We decided it would be worthwhile for all of us to tour the property and hope to do that following next month's meeting.

4. Old Business

4.1. Management of Property

4.1.1. Apartment Rental – Update

Phase I: move-in today fills the only existing vacancy; Phase II: completing a turnover and will be able to show the vacant unit as part of reviewing the opportunity with potential applicants

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

Nothing in play at this time

4.1.2. Review Condition of the Facilities and work orders

Replacing emergency lights with LED units in #71; similar work in #75 has been completed

Landscape (Beebe) performed spring cleanup.

Inspection for sprinklers and smoke alarms is coming up soon

Alliant is planning an inspection of Phase II in the near future

4.1.3. Review Financial Condition

Maureen, our financial consultant, has been on vacation so we did not have a prepared report from her. Brooke noted that we have made the final payment on our snow removal contract and are current with all other bills

4.1.4. Review Resident Services Coordinator's activities

Report from Fran highlighted her ongoing activities working on renting and leasing activities. She regularly conducts wellness checks when family or staff have reason to be concerned about a resident. The energy assistance season is wrapping up and Fran continues to assist residents with their bills from High Grade.

4.2. Phase I partnership transition

Dave reported that he and Maureen had a tele-conference with representatives from April Housing and also with our attorney, Melanie Rausch. The April Housing folks affirmed there

plans to transfer their interest in the property to the housing authority. They have calculated a value for their interest and will share their calculation methodology with us. They also have a format for an exit agreement that they would start drafting for this transfer once they get the go-ahead from us. Melanie supported proceeding with April beginning to draft an exit agreement but also the idea of us pursuing our own valuation of the property. Melanie also indicated that she will have a draft of the application to the IRS for non-profit status for our new entity ready for our review soon.

John anticipated that, given the high interest in supporting affordable housing, there might be grants available to support this transaction. We'll start exploring that possibility.

4.3. Other

Nothing raised

5. New Business

5.1. Brooke introduced a proposal from the Northern Connecticut Land Trust, which owns land adjacent to Woodcrest, to build a trail on that property that would be accessible from Woodcrest for residents to use. There was discussion and questions about whether the trail would be for the exclusive use of Woodcrest residents or open to the public. Brooke will review these and other questions with the Trust representative.

5.2. Other

Nothing else raised

6. Approval of minutes from Apr 17, 2024

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

7. Resident Questions/Concerns

Marylou asked if there will be a dumpster this year for the residents to use. Brooke will check on that.

8. Adjournment

The meeting was adjourned at 2:40pm.

Respectfully submitted,

David Pinney, chair