

MINUTES

Willington Housing Authority

September 10, 2018 – 6 p.m.

20 Senior Way – Senior Center Willington, CT

Present: Chairman Don Berg, Treasurer Claudia D'Agata,, ACCESS Housing Management representatives Alex Fuentes and Melanie Savage, members Mark Forkey and Bill Bunnell, Recording Secretary Brenda Sullivan.

1. Call to order – 6:02 p.m.

2. Present to speak – no members of the public present to speak.

3. Old Business – Button Hill Senior Housing

There was discussion about cutting the new budget per recommendation by Putnam Bank. There was reference to the Sept. 8, 2018 email from D. Berto which states:

We have been told that Putnam Bank will not release any of the funds they have a hold on at this time because the operating budget shows it just balances and it does not show the debt service coverage ratio (DSCR), that is, additional annual funds above the budgeted costs, adequate to provide their required cushion above the ability to pay their ongoing mortgage payments. It also does not show the full amount in the original budget to be put into the capital reserve account for future larger expense needs. This is not a surprise for their current position because we have discussed that the currently approved budget does not have the same coverage as the initial budget.

D. Berg said he'd like more of a breakdown in the budget showing subcategories, i.e. under contracts for maintenance.

In response to a question, A. Fuentes said “office expenses” include costs for software licensing fees and background checks.

C. D'Agata said she'd like a report showing checks written to pay bills and which category those checks were drawn from. A. Fuentes noted the Housing Authority will also receive a report from the auditor.

D. Berg suggested the best way to deal with the budget cuts is to form a committee and schedule meetings just to discuss the budget. It was decided that the budget committee will include D. Berg, C. D'Agata, M. Forkey, and ACCESS Director of Finance Parker Stevens.

There also was discussion about increasing rents. M. Savage said the Housing Authority is allowed to raise rents within guidelines. A. Fuentes said the normal increase is 2 percent a year.

M. Forkey said he thought there wouldn't be a rent increase during fiscal 2019. A. Fuentes said after July 1, 2020, rents can be increased. M. Savage said she believed rents could be increased in 2019, and said she will talk with D. Berto about this.

A. Fuentes said he's in the process of getting quotes for snow plowing services based on snowfall, instead of a flat rate per month. D. Berg asked if there's a discount if there's a combined contract for

snow plowing and landscaping.

There was discussion about discrepancies in tenant energy use. It was suggested that tenants receive a "utility allowance," which would set a maximum level beyond which the tenant would be charged for the difference. Currently, tenants don't pay for electricity. Members suggested asking D. Berto if this kind of policy is legal.

There was discussion about the Department of Housing holding onto funds to pay their inspector, about \$9,000; the inspector apparently hasn't submitted any reports and therefore, hasn't been paid. D. Berg said he'd speak with D. Berto to clarify whether these funds would be taken from the project's budget.

D. Berg reported that he tweaked settings on the circulator pump to increase the hot water temperature, in response to concerns expressed by some tenants. M. Forkey suggested also reducing the water pressure, because it's very powerful now, in order to save on water usage.

There was discussion about the Housing Authority property management contract with ACCESS. A copy with comments made by D. Berg and Atty. Scaramozza was distributed.

There was discussion about M. Forkey's request for ceiling fans for four B units (one for the living room and one for the bedroom) to improve air circulation and improve the efficiency of heating and cooling.

There was discussion about issues that arose regarding recertification of two tenants. In one case, the tenant requested a rent adjustment because of changes in the state Department of Housing's income categories, which sets a higher income ceiling. In another, a tenant's spouse died and this altered her income and ability to pay rent at her current level.

It was agreed that the state's income categories are for determining eligibility, not the rent for a unit. Also, the tenant's income hasn't changed so there should be no change to her status. A. Fuentes noted that the income guidelines change every year.

In the case of the tenant whose spouse died, M. Savage said one option is to offer the tenant a lower rent apartment when there's a vacancy, and then rent her apartment to a new tenant at market rate.

There was discussion about options for a call-for-aid system, including one that would require putting wiring under the siding.

There was discussion about the Tenant Participation Plan. A. Fuentes said he gave a draft to D. Berto. D. Berg said he'd ask D. Berto how to proceed.

A. Fuentes asked if the Button Hill Residents Council will be able to meet at the Senior Center. C. D'Agata suggested the council meet in the conference room at Willington Woods.

4. New Business

There was discussion about updating information about the Housing Authority on the Town's website. B. Sullivan will work with the town to accomplish this, and will be paid.

M. Forkey made a motion to remove former chairman Robert Campbell's name from bank documents

and designate Don Berg and Claudia D'Agata as signators for Putnam Bank documents. The motion was seconded by C. D'Agata and passed unanimously.

B. Sullivan left the meeting at 8:15 p.m. D. Berg recorded the rest of the meeting.

5. Correspondence – None.

6. Approval of Minutes –

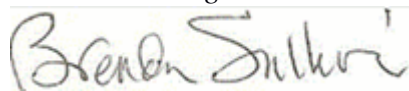
C. D'Agata made a motion to accept the August 13, 2018 minutes as presented. M. Forkey seconded the motion. The motion passed unanimously.

M. Forkey discussed some landscaping concerns (ruts in the island between Button Hill and the Senior Center, and a pothole near the storm drain at the upper Button Hill entry).

7. Treasurer's Report – C. D'Agata expressed concerns about the Town's tallies on the report (as compiled by the Town) as the new fiscal year totals did not appear accurate, so she will clarify with Town staff and provide the treasurer's report for this month at the next Housing Authority meeting.

8. Adjourn – The meeting adjourned at 8:25.

Respectfully submitted by Recording Secretary Brenda Sullivan. Please note that minutes are posted prior to being officially approved – changes/corrections are normally indicated in the subsequent month's meeting minutes.

A handwritten signature in cursive script, appearing to read "Brenda Sullivan", written in dark ink.