

## MINUTES

Willington Housing Authority

August 13, 2018 – 6 p.m.

20 Senior Way – Senior Center Willington, CT

**Present:** Chairman Don Berg, Treasurer Claudia D'Agata, Member Laurel Millix, Housing consultant David Berto, ACCESS President/CEO Peter DeBiasi, ACCESS Housing Management representatives Alex Fuentes and Melanie Savage, potential Housing Authority member Mark Forkey, Recording Secretary Brenda Sullivan via conference call.

**1. Call to order** – 6:06 p.m.

**2. Present to speak** – opportunity for members of the public to speak.

Don Berg introduced Mark Forkey, who has indicated his interest in joining the Housing Authority.

### **3. Old Business – Button Hill Senior Housing**

P. DeBiasi distributed copies of the revised contract with ACCESS for management of Button Hill Senior Housing. He noted these copies incorporate suggested changes and clarifications discussion at the July 24 Special Meeting and the July 9 regular meeting. This included clarification about how cleaning and repairs will be handled/billed when a tenant moves out.

C. D'Agata joined the meeting at 6:40 p.m.

D. Berg said he will contact the Housing Authority's attorney to get a quote for what it will cost to review the contract. D. Berto noted there is \$1,000 in the Button Hill budget for these kinds of costs.

D. Berto discussed the funds still being withheld by Putnam Bank. He said the bank is not releasing the funds until it is satisfied with the project's cash flow and final lien waiver from the contractor (ZCI). He said financial reports have been submitted to the bank for review.

D. Berto said there also are complications with releasing ZCI's bond because of the town's zoning agency vacancy. He said ZCI put up a bond in order to get a Certificate of Occupancy. He also said the DOH is keeping \$9,000 of the Button Hill funds for the DOH construction inspector, who still hasn't submitted his reports.

He suggested that when the money is released, \$6,000 - \$10,000 be set aside in reserves. He said everyone has been paid except ACCESS and Housing Enterprises. The Housing Authority owes ACCESS three months of payments.

D. Berto also talked about getting a revised tax bill from the town. He said the bank pays the tax bill.

### **4. New Business**

C. D'Agata made a motion authorizing D. Berg to recommend Mark Forkey and Bill Bunnell as new members of the Housing Authority to the Board of Selectmen, which is the body that makes the appointments. L. Millix seconded the motion. Motion passed unanimously.

C. D'Agata made a motion to name L. Millix Willington Housing Authority Secretary, a position left vacant when D. Berg became Chairman. L. Millix seconded the motion. Motion passed unanimously.

C. D'Agata made a motion to approve the following resolution provided by the Department of Housing entitled CERTIFIED RESOLUTION OF THE GOVERNING BODY. L. Millix seconded the motion. Motion passed unanimously.

**WHEREAS**, pursuant to Section 8-206 of the Connecticut General Statutes and Affordable Housing Program CGS 8-37pp  
(State Statutory Reference)

the Connecticut Department of Housing is authorized to extend financial Assistance for housing development projects; and **WHEREAS**, it is desirable and in the public interest

that the Willington Housing Authority make an application to the State for

(Applicant)

\$ 3,454,686 in order to undertake the Button Hill Senior Housing Project

(Name and Phase of Project)

and to execute an Assistance Agreement.

NOW, THEREFORE, BE IT RESOLVED BY THE

Board of Directors

(Governing Body)

1. That it is cognizant of the conditions and prerequisites for the state financial assistance imposed by

Section 8-206 of the Connecticut General Statutes, as amended and 24 CFR Part 92 of the regulations of the United States Department of Housing and Urban Development and Connecticut General Statutes and Affordable Housing Program CGS 8-37pp

(State Statutory Reference)

2. That the filing of an application for State financial assistance by Willington Housing Authority

(Applicant)

in an amount not to exceed \$ 3,454,686 is hereby approved and that

Don Berg, Chairman

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(Title and Name of Authorized Official)

is directed to execute and file such application with the Connecticut Department of Housing to provide such additional information, to execute such other documents as may be required, to execute an Assistance Agreement with the State of Connecticut for State financial assistance if such an agreement is offered, to execute any amendments, decisions, and revisions thereto, and to act as the authorized representative of

Willington Housing Authority

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(Name of Applicant)

There was discussion about problems with the call for aid equipment. D. Berg also discussed significant differences between some buildings in terms of their water usage and said he will investigate the cause. D. Berg reported the recreation department has asked if the public can use the Button Hill bocce court. The general consensus was not at this time, to allow time to see if the seniors begin to utilize the court.

ACCESS representatives left the meeting at 7:30 p.m.

**5. Correspondence** – none.

**6. Approval of Minutes**

C. D'Agata moved to accept the July 9 regular meeting minutes as submitted. L. Millix seconded the motion. Motion passed unanimously. (Note that August 13 agenda incorrectly lists these minutes as July 10.)

L. Millix moved to accept the July 24 Special Meeting minutes with a correction – removal of ACCESS Housing Management in the list of who was present at the meeting. C. D'Agata seconded the motion. Motion passed unanimously.

**7. Treasurer's Report** – none.

**8. Adjourn** – The meeting adjourned at 7:45 p.m.

*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.*

