

MINUTES

Willington Housing Authority
Monday, July 9, 2018 – 6 p.m.
20 Senior Way – Senior Center
Willington, CT

Present: Chairman Don Berg, Treasurer Claudia D'Agata, Member Laurel Millix, ACCESS Agency Housing Management representatives Alex Fuentes and Parker Stevens.

1. Call to order – 6:03 p.m.

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

No members of the public present.

3. Old Business – Button Hill Senior Housing

Parker Stevens presented on the proposed budget for FY 2019 and stated he would send us the financials from August 10, 2017 (date of the Issuance of the Certificate of Occupancy, the CO) through June 30, 2018 (that will exclude the value of the building, as it still needs to be reviewed by the auditors to determine the actual total cost. Parker referred to that as the “cost certification” and it will be done by Brian S Borgerson (who works for the accounting firm Kircaldie Randall & McNab LLC).

Don Berg will email Dave Berto to request that he contact Parker about the documentation that Parker needs. Parker recommended we use developers fee to seed reserves.

Parker clarified that Budget management fees and Expenditures management fees don't match because the Expenditures management fees include other things such as maintenance costs, Melanie's time, and personnel costs reimbursed at Access's cost as stated in the new 2019 proposed contract.

We are still awaiting the final invoice for Brandon Clarke (DOH's architect during construction and this is DOH's invoice to pay).

Parker discussed the new management contract and how on page 10 describes costs and obligations. Property management operating line is approximately 45% Melanie and 5% Alex's time. In the prior contract that was not as well defined.

Parker continued to discuss tweaks made to the new budget. No rental increase for FY 2019 budget is allowed per 2018 info from HUD but this new FY 2019 proposed budget still allows for \$6000 set aside for reserves and a \$3000 surplus. Water costs are about \$21,000/year at Button Hill (Willington Woods is paying \$35-40,000/year but was not clear if that was the amount billed or amount paid, as the contract for WW is being slowly negotiated).

A resident was scheduled to move out but we were updated at the meeting, that the resident is now not planning to move out. Also discussed was how the cost to turn over an apartment depends on extent of the damage (she had a scooter that caused some damage) or if just some paint and other refreshing is needed. It was not made clear if the cost was considered as an included management cost or an added labor cost. There was additional discussion on rent levels and how to go about securing an eligible party to fill a vacant apartment....and how existing residents will be treated if their income exceeded present levels (they will not be forced to move out due to a “life changing event” that may raise their income).

Parker discussed how snow removal pricing might be adjusted for doing both properties. Access will contact the existing contractor who now does snow removal and landscaping at Willington Woods and Button Hill to discuss possible contract savings.

Call-for-aid lights and alarm were discussed as a continuing concern. Don said he would follow up with review of the submittals so as to contact the manufacturer for possible resolutions.

Health insurance, payroll taxes, benefits ARE included in maintenance hourly costs 2525 on page 10 of the contract. (this is added language to the new Proposed Contract for Button Hill).

A motion was made by Don Berg to accept the Button Hill operating budget for FY 2019, as presented. Claudia seconded, there was no additional discussion. The motion was passed unanimously.

The Board asked who can suggest new board members. The Board believes we can fill the position, however it would be a good idea to verify with selectmen or clerks.

An email was read from Dave Berto that we have made the request to Putnam Bank for the release of our funds they are holding until full occupancy. His email also said he was OK with the proposed budget but has not yet seen the management agreement.

Parker will send us all a copy of the management agreement.

Don discussed inviting a town resident to attend the next meeting as a possible new WHA member.

Don requested a copy of the insurance for every annual renew, so as to provide it to Eversource.

At 7:25 pm Alex and Parker left the meeting.

The Board discussed a conference call with Dave Berto and discuss if we should involve a lawyer in the management contract review process. Also discussed is where to keep our records and other documents. The town offices may have a location we can use.

Don B. discussed solar and net metering (and how net metering will soon be not available). His progress on additional solar systems has been slow. The systems now installed are all working.

Don B. requested approval to approach the Town to request reimbursement for the Housing Coalition meeting he went to, as well as annual dues to join the Coalition. The costs are \$25 to attend the meeting and \$25 additional (reduced from the typical \$50) if I joined the coalition at the same time. Total cost \$50. Don Berg will request to be reimbursed \$50.

4. New Business – No new business.

5. Correspondence – None.

6. Approval of minutes – Laurel moved to accept the June 11, 2018 minutes as submitted; Claudia seconded. Discussion ensued about three (3) items on those minutes: Item one (1) was to amend the minutes so as to clarify the “incident” mentioned in: “Present to Speak”. The Board agreed to add clarification that added the following text: *(the incident was about how Access announced the reduction in staffing hours for Melanie (the onsite manager), how it was handled by Access and the resultant adverse reactions it caused amongst the residents)*. Item two (2) On page 2 of the minutes near the top of the page (Line 43 if you have line numbering) should reflect that 3 apartments **PLUS 4 utility rooms** resulted in energy cost savings in December. Item three (3) is in the middle of page 2 (Line 58 if you have line numbering). There was a reference to not paying the water and sewer bill until the contract (with the

Town) is finalized. That reference should have been attributed to Willington Woods, only. Button Hill's water and sewer (and other) bills are being paid. The motion to approve the June 11, 2018 minutes, with those modification, passed unanimously.

7. Treasurers report: Claudia provided a report on our budget balance. We have \$3014.56 as of 6/30/2018.

8. Adjourn – The meeting adjourned at 7:58 p.m.

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


