

MINUTES

Willington Housing Authority

Monday, June 11, 2018 – 6 p.m.

20 Senior Way – Senior Center

Willington, CT

Present: Chairman Robert Campbell, Secretary Don Berg, Treasurer Claudia D'Agata, Member Laurel Millix, Housing Consultant Dave Berto, ACCESS Housing Management representative Alex Fuentes, ACCESS Director of Finance Parker Stevens, and Recording Secretary Brenda Sullivan.

1. Call to order – 6:15 p.m.

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

Wilbur Gangaway addressed ACCESS representatives about his concerns regarding staffing at Willington Woods and “an incident.”

Responding to W. Gangaway’s comments, R. Campbell said that the contract in question hadn’t been updated, which lead to the issues of concern.

There was discussion about how staff time is accounted for, in terms of how many hours are spent on Willington Woods tasks and how many on Button Hill tasks.

D. Berto said the original agreement was for “up to 35 hours,” because the hours were expected to be variable. However, he said, the number of hours dedicated to Button Hill housing business needs to be tracked.

R. Campbell noted there is a management fee paid to ACCESS, but there hasn’t been a breakdown of hours. He said Melanie Savage’s hours are billed as project/staff time at an hourly rate. (See line item 6310, Office and Administration fee, separate from Management Fee.)

3. Old Business – Button Hill Senior Housing

D. Berto told Housing Authority members that the project is now transitioning out of the construction phase and into operations. He said the WHA has received Department of Housing funds for retainage, and Zlotnick Construction Inc. (ZCI) has been paid. He said there’s about \$40,000 remaining of the DOH funds. Of this, almost \$35,000 is earmarked for the DOH-contracted project inspector, Brandon Clarke. D. Berto said that when he receives Clarke’s report and bill, Clarke will be paid. This will leave about \$5,000 in the developer’s fee budget.

D. Berto said he’s spoken with Putnam Bank, and they wanted to be assured that ZCI was paid in full, that all units have been rented, and that there is enough cash flow each month before they will release the WHA’s escrow funds. He said he probably will set up a face-to-face meeting with WHA members, ACCESS and the bank. The bank will be releasing about \$50,000.

R. Campbell asked D. Berto to obtain a receipt for payment in full and a release from all liens from ZCI.

There was discussion about the budget for the next fiscal year, which begins July 1, for Button Hill Senior Housing.

P. Stevens noted that currently there are no funds set aside in the Button Hill budget for reserves. He also noted that the figure in the draft budget for utilities is now based on full occupancy.

R. Campbell said the WHA needs to be involved in the budget making process, particularly in discussion about costs, including management costs. He suggested that Button Hill operate under an interim budget now, and then a regular budget after a full year of rental.

There was discussion about whether the solar panels have resulted in any energy cost savings. D. Berg said solar panels were turned on for only 3 apartments, in December.

R. Campbell suggested reviewing snow removal costs.

D. Berto said that one of the largest expenses in the budget is staff, and it seems higher than the original plan. P. Stevens noted, in the budget, that payroll taxes also apply to maintenance staff. There was discussion about what Office and Administration Salaries represents. There also was discussion about the difference between Administration payroll and the Management Fee (which is based on 7 percent of the rental income).

D. Berto suggested that ACCESS use input from tonight's meeting and come back with revisions, and a clearer breakout of expenditures, for more review by the WHA. He asked that ACCESS review the salary costs for maintenance/staff now that construction is complete and the units are fully rented.

D. Berg added that the WHA also has to address a new contract for ACCESS management.

D. Berto noted that the one-time audit can be billed to the Button Hill project' construction fund.

D. Berto said the goal is to pay all the bills and have some funds in reserves, about \$10,800 at a minimum, and have some surplus cash. There was discussion about implementing a small rent increase.

There was discussion about pending changes being considered by the Town for how water and sewer charges will be billed. A. Fuentes said ACCESS is putting aside funds but not paying until the contract is finalized.

There was discussion about a disagreement regarding billing for repairs made to the sewer pump. D. Berto said ACCESS may need to send a letter to the company saying the work is under warranty and therefore, shouldn't be billed.

There was discussion about planning an official ribbon-cutting ceremony. A. Fuentes said he and L. Skeet from D. Berto's office will work on the guest list, and the event could possibly be scheduled for September versus during the summer when many people are taking vacations.

D. Berg reported that Eversource repositioned solar panels on buildings 12, 14 and 10. He also noted ZCI said they will redo the parging (on the foundation) when the weather permits, and he reached an agreement with them on the product they will use.

D. Berg asked if it's possible to add an outside faucet for tenants. He added that a resident asked if it's possible to add a mail slot to the management office door for dropping off rent checks. R. Campbell

suggested it might be better to install a locked box in the vestibule for dropping off checks, similar to the box at Town Hall used for dropping off tax payments after hours.

A. Fuentes reported that he received a quote for installation of a wi-fi “call for aide” system and it was \$26,000 and so, that is currently not a cost-effective option.

A. Fuentes also distributed a draft copy of the Residents Association Bylaws for Button Hill. He said the next step is to invite residents to a meeting and use the draft as a starting point for discussion. D. Berto said he has a model Resident Participation Plan he will give to A. Fuentes. D. Berg said he’d like to have input into the development of a Resident Satisfaction Survey.

4. New Business –

A vote was held on filling the office of WHA chairman, because R. Campbell has resigned. C. D’Agata nominated Don Berg. L. Millix seconded the nomination. C. D’Agata, L. Millix and R. Campbell voted in favor, D. Berg abstained, the vote carried.

D. D’Agata noted that now there are two vacancies on the Housing Authority.

R. Campbell said he will be removing his name from all accounts. He said there isn’t a need for a second person to sign checks.

5. Correspondence – None.

6. Approval of minutes –

C. D’Agata moved to approve the May 14, 2018 minutes as presented. R. Campbell seconded the motion. C. D’Agata, L. Millix and R. Campbell voted in favor. (D. Berg had left the meeting.) The motion passed.

7. Treasurer’s report – C. D’Agata reported the current balance as \$3,084.53.

8. Adjourn – The meeting adjourned at 8:15 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.

