

**** SPECIAL MEETING ****

MINUTES

Willington Housing Authority

October 16, 2018 – 4 p.m.

20 Senior Way – Senior Center Willington, CT

Present: Chairman Don Berg, Treasurer Claudia D'Agata, Secretary Laurel Millix, member Mark Forkey, Housing Consultant Dave Berto, ACCESS President/CEO Peter DeBiasi and ACCESS Housing Management representatives Alex Fuentes and Melanie Savage.

1. Call to order – 4 p.m.

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

3. Old Business – Button Hill Senior Housing

There was continued discussion about the property management contract with ACCESS.

C. D'Agata then made a motion to accept the contract as amended. L. Millix seconded the motion. There was no further discussion. The motion passed unanimously.

There was continued discussion about the 2019 Button Hill Senior Housing budget, including a reduction in the cost of office supplies, a change to garbage removal and a reduction in the cost of snow removal.

D. Berto noted it will be important for the Housing Authority and ACCESS to track actual expenditures over the course of the year. And if they keep to the budget, there will be a \$12,600 “cushion.” He added that from the bank's point of view, reserves are considered an expense.

C. D'Agata made a motion to approve the budget as amended, with a 1.16 Debt Service Coverage Ratio. L. Millix seconded the motion. There was no additional discussion. The motion passed unanimously.

4. New Business –

A. Fuentes distributed a draft Resident Association document. D. Berto said the state requires a Resident Participation Plan and this Association is how they will participate.

It was decided, by consensus, that the Resident Association's annual meeting will be held in September. A. Fuentes added that the Resident Association will also meet quarterly. C. D'Agata noted that if the meetings are to be held at the Senior Center, this will have to be approved by the Senior Center Board. M. Savage noted that they could also use the conference room at Willington Woods.

There was discussion about reference to expenditures in the handbook. A. Fuentes said there should be a limit. D. Berg suggested \$100 a month.

A. Fuentes explained that this draft is meant to be a template for initial discussion by the residents and

they will be able to make changes.

D. Berto left the meeting at 5:05 p.m.

It was decided to hold a residents meeting at 3 p.m. on Tuesday, Oct. 30 in the conference room at Willington Woods. M. Savage said she will send the invitations.

P. DeBiasi left the meeting at 5:10 p.m.

There was discussion about when to hold the ribbon-cutting ceremony. L. Skeet asked for three dates/times to run by invitees, which will include the funders, legislators and other dignitaries. It was noted that there will be some new faces after the November 6 elections. A. Fuentes said he will check with D. Berto as to whether the Department of Housing has any requirements for the timing of a ribbon-cutting. The suggested dates are 2 p.m. on Monday, Nov. 26; Thursday, Dec. 6; or Thursday, Dec. 13, 2018.

M. Savage distributed copies of a letter that will be sent to residents about helping to keep costs down – electricity, water/sewer/trash – in an effort to avoid having to raise rents.

D. Berg asked what progress is being made on the Residents Satisfaction Survey. M. Savage will draft questions for the survey. A. Fuentes said ACCESS has a template.

D. Berg said issues about a the call-for-aid alarms are still unresolved. He also said the service boxes in the ceilings need a support installed.

There was discussion about the thermostats. D. Berg said he spoke to the heating contractor and was told they called their distributor regarding replacing the thermostats at no cost. The distributor also has to contact the manufacturer.

A. Fuentes noted that the boiler will have to be serviced after a year. He suggested hiring a contractor to perform preventative maintenance.

A. Fuentes distributed copies of a two-month list of work orders, which was requested at a previous Housing Authority meeting (Oct. 3). He noted that ACCESS is installing anew work order tracking system.

A. Fuentes distributed snow removal quotes. He noted that one company doesn't charge for salt application and would leave a truck here, as well as salt on pallets. D. Berg asked him to clarify whether a sand/salt mixture is used or just sand, as well as when and how often do they sand.

5. Correspondence – None.

6. Approval of Minutes –

There was discussion about the Oct. 3, 2018 minutes. Regarding janitorial supplies, the word “pavement” should be deleted and replaced with “sidewalks and patios.” Also, the spelling of Lynne Skeet was corrected.

M. Forkey moved to accept the minutes as corrected. L. Millix seconded the motion. The motion passed unanimously.

7. Treasurer's Report – C. D'Agata distributed the report. She also asked for a copy of the Directors & Officers Liability Insurance bill. A. Fuentes will verify who to make the check out to because the bill was paid by ACCESS. The Housing Authority will reimburse ACCESS.

8. Adjourn – The meeting adjourned at 6:38 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.

A handwritten signature in cursive script, reading "Brenda Sullivan". The signature is written in dark ink on a light-colored background.

Button Hill Senior Housing Resident Association

Article I. NAME AND PURPOSE

Section 1.01: NAME. The NAME of this organization shall be the **Button Hill Senior Housing Resident Association** hereafter referred to as THE ASSOCIATION.

Section 1.02: PURPOSE: This document shall govern the Association and its members and facilitate the fulfillment of its purpose.

The purpose of the Association is to promote Button Hill's residents integration and providing the residents to voice their interests as required in the Resident Participation Plan.

Article II. MEMBERSHIP

SECTION 2.01: ELIGIBILITY FOR MEMBERSHIP. Any current resident of Button Hill is eligible for Membership in the Association.

Section 2:02 VOTING RIGHTS. Each resident, one per household, is entitled to one vote each in all Association elections.

Section 2.03: TERMINATION OF MEMBERSHIP. Membership in the Association is automatically terminated whenever the tenancy ends.

ARTICLE III OFFICERS

Section 3.01: OFFICERS. The Association shall have the following officers: 1) Chair, 2) Vice-Chair, 3) Treasurer, and 4) Secretary.

Section 3.02: ELECTION OF OFFICERS. The Officers shall be elected by majority vote at the annual Association meeting.

Section 3.03: TERM OF OFFICE. The Officers shall serve a one-year term, with no limitations on future terms. The term of office shall commence upon election and continue until successors are elected at the annual meeting.

Section 3.04: DUTIES. The duties of the Officers are as follows: 1) The CHAIR shall be the principal executive officer of the Association and shall preside over all meetings, represent the Association on public occasions, and make such committee appointments from the membership as shall be deemed advisable for the effective conduct of the work of the Association. 2) The VICE-CHAIR shall assist the Chair as the Chair requests, and represent the Association on appropriate occasions. The Vice-Chair shall also, in the absence or disability of the Chair, perform the duties and exercise the powers of the Chair of the Association. 3) The TREASURER shall collect, safeguard, disburse and make periodic reports of all funds collected in the name of the Association. 4) The SECRETARY shall keep attendance records and record the proceedings of all meetings, maintain adequate records of the Association activities, and conduct such official correspondence as shall be required. 5) The duties of the officers shall not be

limited as enumerated above, but they may discharge in addition such duties as are assigned by the Association Membership. 6) Unless so authorized, no officer shall have any power or authority to bind the Association by any contract or engagement, to pledge its credit, or to render it financially liable for any purpose or in any amount.

Section 3.05: VACANCIES AND REMOVAL FROM OFFICE. Any Officer may be removed by a majority vote of the members of the Association (excluding the Officer to be removed). Upon the death, removal, resignation, or incapacity of an Officer of the Association, a majority of the Association shall elect a successor.

Section 3.06: MANAGEMENT. The Association shall be managed by the elected Officers.

ARTICLE IV. MEETINGS OF MEMBERS.

Section 4.01: PLACE OF MEETINGS. Meetings of the Members shall be held at the principal business office of the Association or at any other place the Chair or a majority of the Members may choose.

Section 4.02: REGULAR MEETINGS. Regular meetings of the Association shall be held quarterly, at a time and place designated by the Chair.

Section 4.03: ANNUAL MEETING. An annual meeting of the Members shall be held in the month of May of each year, if possible. At such meeting, the Members shall elect the Officers of the Association, receive reports on the affairs of the Association, and transact any other business that is within the power of the Members. If an annual meeting has not been called and held within six months after the time designated for it, any Member may call the annual meeting.

Section 4.04: SPECIAL MEETINGS. Special meetings of the Members may be called by the Chair, by a majority of the Officers of the Association, or by five percent (5%) or more of the Members entitled to vote.

Section 4.05: NOTICE OF MEETINGS. A written or printed notice of each meeting, stating the place, day, and hour of the meeting, shall be given by the Secretary of the Association, or by the person authorized to call the meeting, to each Member of record entitled to vote at the meeting. This notice shall be given at least seven (7) days before the date named for the meeting, with the exception of Regular Quarterly Meetings for which, once a firm date, time and place have been publicized to all the members, no further notice shall be required.

Section 4.06: QUORUM. Twenty percent (20%) of members must be present to constitute a quorum.

ARTICLE V. VOTING.

Section 5.01: VOTING. All issues shall be decided by a majority vote of members present at the meetings.

ARTICLE VI. COMMITTEES.

Section 6.01: AUTHORIZATION TO ESTABLISH COMMITTEES. The Association may establish committees as deemed necessary to pursue its stated objectives. Members of Committees shall be appointed by the Chair.

ARTICLE VII. FINANCES.

Section 7.01: EXPENDITURES. Expenditures of funds amounting to over one hundred ninety nine (\$199.00) in any month must be approved by majority vote of the Membership present at any properly-announced meeting of the Membership. Printing of the Neighborhood Newsletter, Neighborhood Informational Notices and the Neighborhood Directory are exempted by this rule.

Section 7.02: FINANCIAL REPORTS. Quarterly and Annual Financial Reports shall be prepared by the Treasurer and presented to the Members at the quarterly and annual meetings. Financial reports should be given at every scheduled meeting.

ARTICLE VIII. AMENDMENTS.

Section 8.01: PROCEDURE. This document may be amended by a two-thirds majority of total of members of the Association, provided seven days written notice of the proposed amendment and of the meeting is given.

ARTICLE IX. ACCEPTANCE

Section 9.01: VOTING. Acceptance of this document shall be by a two-thirds majority vote of total of members of the Association, provided written copies of it and written notice of the meeting is given to all Members at least seven days prior to the meeting.