

## MINUTES

Willington Housing Authority  
Special Meeting- Tuesday, July 24, 2018 – 3 p.m.  
20 Senior Way – Senior Center Willington, CT

**Present:** Chairman Don Berg, Treasurer Claudia D'Agata, Member Laurel Millix, Housing Consultant Dave Berto, ACCESS Housing Management.

**1. Call to order** – 3:03 p.m.

**2. Present to speak** – opportunity for the public to speak.- No members of the public present.

**3. Old Business – Button Hill Senior Housing Contract with Access Agency**

The board members discussed the proposed management contract

- It was noted that the majority of the contract was similar to last year's contract
- It was determined that after some (of the following) recommendations to Access (to modify the proposed contract) that D. Berg would ask our attorney to review it the fee for a review (to be paid through our account at the town or our account at Access), is reasonable.
- Modification: Page 2, Paragraph 2: Address should be 10, 12, 14, and 16 Senior Way. The text referring to Willington Woods should be deleted.
- Modification: Page 4, Paragraph 2, Section 7 d: **Add:** Similarly, The Willington Housing Authority shall be able to recover all reasonable and satisfactorily documented cost and fees incurred in such action or proceeding, in addition to any other relief to which it may be entitled, provided The Willington Housing Authority prevails in said legal proceeding.
- Page 5, Section 10, Notice: Delete Suite 2 if that is no longer part of Access' address.
- Regarding on-site property manager and/or administrative assistant section (dark bullet on page 10): Verify that the \$2,525 per month includes taxes and benefits.
- The last dark bullet on page 10: We request Access clarify that the hourly wages for repairs and for staffing include taxes and benefits.
- Explain how on-site personnel section (dark bullet on page 10) applies to staff or onsite manager. Delete wording about 20% and 30% or clarify why such wording is necessary. Define onsite personnel.
- Is property manager considered a "full time" employee?
- Page 11, the second dark bullet, insert "will be billed" after "etc."
- Page 11, the second dark bullet, change wording so "fees" includes "activities or costs".
- Page 11, the cleaning bullet: Needs discussion between parties, as Alex said verbally that cleaning may sometimes be done by inhouse staff if it is minor in nature.
- Future changes to the contract should use Word's "track changes" feature.
- Access to explain how travel is calculated and how travel time is billed to Button Hill

**8. Adjourn** – The meeting adjourned at 4:30 p.m.

*Respectfully submitted by 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.*

