

MINUTES
Willington Housing Authority
Monday, May 16, 2022 – 4 p.m. Regular Meeting
Willington Senior Center, 20 Senior Way, Willington, CT 06279

Present: Chairman Don Berg; Treasurer Claudia D’Agata; Member Jack Moskus; Executive Director Laurie Bradley (property management); Resident Services Coordinator/Assistant Director Sharon Boisvert (property management); Recording Secretary Brenda Sullivan via conference call. **Absent:** Member William Bunnell.

1. Call to order – The meeting was called to order at 4:08 p.m.

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

3. Old Business – Senior Housing “Button Hill”

A. Director's Report

DEPARTMENT OF HOUSING INCOME GUIDELINES

There was discussion about the latest income guidelines from the state Department of Housing that are used for establishing rent tiers, based on percentage of Area Median Income (AMI).

L. Bradley explained that while recently submitting information to the Federal Home Loan Bank of Boston, the Department of Housing provided its income guidelines as part of support documentation for her submission to FHLBB. She said the most recent DOH numbers are from 2021-2022, and noted that rental information on the application forms should be updated using those figures, until the DOH releases updated figures.

After further discussion, J. Moskus made the following motion:

The Willington Housing Authority accepts the most recent Department of Housing income limits for the property, which are as follows: For 50 percent of AMI, for 1 person, \$36,505 and for 2 people, \$41,750; For 60 percent of AMI, for one 1 person, \$43,860 and for 2 people \$50,100; For 80 percent of AMI, for 1 person, \$58,408 and for 2 people \$66,752; and for 100 percent of AMI for 1 person, \$73,010 and for 2 people, \$83,440.

The motion was seconded by C. D’Agata, and passed unanimously.

L. Bradley said there will be no changes to rent tiers assigned to current tenants at this time.

OTHER BUDGET RELATED DISCUSSION

Housing Authority members reviewed L. Bradley’s proposed 2022-23 budget.

L. Bradley explained some of the changes from the current budget, such as the addition of the cost for bulk cable/internet service. She noted only one tenant declined to participate. This item is now listed as “tenant charges”, totaling \$12,696 charged to 23 tenants (\$46 a month times 12 months).

D. Berg asked that advertising and software be listed in the budget as two separate line items.

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54 L. Bradley suggested that the board revisit its advertising strategy. She said that under Fair Housing rules,
55 they should be reaching out beyond local towns to areas “least likely to apply,” such as Bridgeport and
56 New Haven. She said the Coventry Housing Authority places a small block ad once or twice a year in
57 The Courant, which includes information on the income limits/rent tiers, and she suggested the
58 Willington Housing Authority do something similar. She said the ad costs about \$400.

59

60 There also was discussion about advertising in the Mansfield-based publication “Neighbors.” She also
61 suggested using Facebook pages to publicize Button Hill Senior Housing.

62

63 There was discussion about the current waitlist for Button Hill. L. Bradley said applicants are placed in
64 categories according to the AMI income tier they’re eligible for, but priority is assigned to applicants in
65 the income category that matches the tier assigned to the unit being rented.

66

67 L. Bradley also reported that management is using new software that has more useful features than what
68 they had been using. She said the new software can be accessed on a phone and it allows the user to
69 upload photos, for example to document the condition of a unit when it is first vacated and again when
70 the new tenant moves in. She said everyone in maintenance now has a tablet with 5G service so they can
71 use the software without the need of a wi-fi connection. She said the setup cost is included in the draft
72 budget.

73

74 There was discussion about adding a mileage line item to the budget. L. Bradley noted that the number of
75 visits to the property have steadily increased and this has added significantly to management costs when
76 combined with the steep increase in gas prices. Without an on-site management office, this is a necessary
77 expense, she said.

78

79 She said management has been trying to catch up with a long list of work that had been postponed for
80 years, including unfinished ceiling repairs resulting from leaks from AC units that have to be tracked.

81

82 Also, a number of units have inadequate lighting and so they are being upgraded with new LED fixtures.

83

84 Also, while a number of units recently had carpet-stretching done, this and carpet cleaning is routinely
85 done when readying a unit for a new tenant. She said management recently changed companies for carpet
86 work because the previous company did subpar work. They have switched to S.S. Trinks.

87

88 Other maintenance projects include repacking faucets with faulty handles, capping septic cleanout
89 openings, replacing wire harnesses for AC units that have been damaged, changing outdoor locks to
90 deadbolts that will require the tenant to use a key to lock the door (thus eliminating the chance of
91 accidentally locking oneself out); changing thermostats to a new non-programmable thermostat that fits
92 the existing wiring; and addressing any issues with the furnaces.

93

94 S. Boisvert said she routinely has to make three trips to Button Hill just to collect rent checks, beginning
95 on the third of the month and there are multiple trips to collect recertification paperwork from tenants.

96

97 D. Berg said adding a mileage expense seems reasonable, and that he spoke with W. Bunnell about this
98 change and he seemed to be in favor.

99

100 There was discussion about the snow removal line item. L. Bradley said she will soon be negotiating for
101 a new contract, and that she’s been happy with the current contractor.

102

103 As for landscaping, L. Bradley said costs will vary depending on whether the board decides to replace
104 dead trees, but that there’s still a need for new loam to support new grass, and for mulch in key areas.

D. Berg asked that septic tank maintenance and water be listed as separate items. The water item could include (Town) sewer fees if management prefers.

D. Berg asked that the line item for electric costs be increased from \$17,000 to \$17,500. L. Bradley said that \$11,900 has been spent so far this year. She added that for the gas fuel expense, the budget reflects the actual costs from this year.

D. Berg asked that the gas budget be increased to \$10,800.

L. Bradley said she spoke with town officials about including Button Hill in the town's request for bids for propane and was told it's too late for this year. She said she will continue to pursue this in the future, along with any other town bidding packages that could include Button Hill.

D. Berg asked about a missing "contracts" line item. L. Bradley said that because he had previously asked her to provide more detail, contracts are now listed separately, such as fire protection, cable, trash, and landscaping.

After further discussion, C. D'Agata made a motion to approve the proposed 2022-23 budget with changes as discussed.

J. Moskus seconded the motion and it passed unanimously.

L. Bradley said she will finetune the numbers with the changes as discussed.

B. Expenditures

This report was emailed to members prior to the meeting.

L. Bradley said she received a quote of \$53,000 from Integrated Technical Systems Inc. for adding call-for-aid service that would be monitored.

L. Bradley reported that there have been noise issues with some of the units' range hood fans and some may have to be replaced.

C. Button Hill Treasurer's Report

This report was emailed to members prior to the meeting.

L. Bradley said they should see an increase in the operating checking account because snow removal won't be billed again until next season, and that there's been good paid interest on the reserves.

D. Chairman's Report

Regarding reappointment of Brenda Sullivan as Recording Secretary.

C. D'Agata made a motion to retain Brenda Sullivan as Recording Secretary for Fiscal Year 2022-2023.

J. Moskus seconded the motion, and it passed unanimously.

4. New Business – There was no new business.

157 **5. Correspondence**

158
159 D Berg said he completed the annual survey of public employment and payroll form sent by the U.S.
160 Census Bureau for 2022. Also, in today's mail there was a notice from the agency providing Directors
161 and Officers Insurance that they hadn't received information they'd previously requested but D. Berg
162 said the information was sent three or four weeks ago, so he called and left a message to get in contact
163 with him. He noted the insurance expires next month. He said he also received an insurance document
164 from the water company's insurance carrier documenting that it has liability insurance coverage.
165

166 **6. Approval of Minutes**

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168 D. Berg noted that the word "Draft" should be deleted from the header of the April 18, 2022 minutes.
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170 **J. Moskus made a motion to accept the April 18, 2022 minutes as written, with the noted**
171 **correction. C. D'Agata seconded the motion, and it passed unanimously.**
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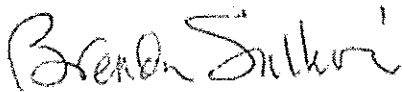
173 **7. Housing Authority Treasurer's Report**

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175 C. D'Agata report that the April ending balance was \$3,543.21, and that a payroll check was issued on
176 April 7 for secretarial services for \$69.97, leaving a balance of \$3,473.24.
177

178 **8. Motion to Adjourn –**

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180 **J. Moskus made a motion to adjourn at 5:46 p.m. The motion was seconded by C. D'Agata and**
181 **passed unanimously.**
182

183 *Respectfully submitted by Recording Secretary Brenda Sullivan. Please note that minutes are posted*
184 *prior to being officially approved – changes/corrections are normally indicated in the subsequent*
185 *month's meeting minutes.*
186



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2022 MAY 20 A 9:13


TOWN CLERK