

1 **MINUTES**

2 Regular meeting

3 Willington Housing Authority

4 Monday, July 20, 2020 – 4 p.m.

5 Via a conference call in accordance with the Governor's executive Order 7B (March 23, 2020)

6 Willington, CT

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8 **Present** (via conference call): Chairman Don Berg, Treasurer Claudia D'Agata, Member William
9 Bunnell, ACCESS Housing Management representative Alex Fuentes, ACCESS Finance Director
10 Parker Stevens, Button Hill resident Jack Moskus. Counsel Jay Lawlor was present for Executive
11 Sessions.

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13 **1. Call to Order** – 4:03 p.m.

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15 **2. Present to Speak** – Opportunity for members of the public to speak.

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17 The only public person to participate in the meeting was Jack Moskus a Button Hill resident living in
18 apartment 14 Senior Way Unit F. D. Berg requested that J. Moskus introduce himself to the Board and
19 others in attendance under New Business. J. Moskus is a potential Housing Authority Board member.

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21 **3. Old Business – Senior Housing “Button Hill”**

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23 P. Stevens offered information on the DOH rent and income limits. It is his understanding, since DOH
24 has not posted the 2020 income and rent limits, that we are going by 2019 posted information. When
25 we do need to verify the latest DOH limits we should contact DOH directly on a case by case basis. D.
26 Berg did note that while the HUD income limits did increase slightly for 2020, it's DOH that typically
27 takes the HUD numbers and makes them relevant for CT. D. Berg noted that we do have 2 apartments
28 where loved ones have passed away and are now single-occupant apartments. The financials for those
29 two apartments' residents are still under review by management.

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31 **FINANCIAL REPORT**

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33 P. Stevens reviewed our June 30th Statement of Activities. The report is a full 12 months of operational
34 information. He said the project is performing well and the rent increases of August 2019 have helped
35 improve our financial position. In the Revenues section he said the budget is ahead on revenues by
36 about \$3000 (based on rents received) because there have been no vacancy losses for the entire year.

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38 P. Stevens reviewed our Statement of Activities, Expenses and noted the cost of office salaries is also
39 down from original estimates because of the change in staffing hours. Legal expenses are about \$1000
40 over budget due to time spent with legal counsel related to Zlotnick Construction issues. Electricity is
41 almost “right on the mark” as estimated, water is higher than estimated. The mild winter created quite
42 a bit of savings on propane. Maintenance payroll is less, Contracts costs are higher than expected, and
43 HVAC costs were less than expected. Snow removal was less than estimated due to the mild winter.
44 The project has performed well and has helped us build up operating cash ahead of where we estimated
45 when the budget was created. The balance after Mortgage Principal and Transfer to Reserves is
46 \$10,531.

P. Stevens reviewed the Statement of Financial Position. We have \$14,677 in our operating account as of June 30, 2020 and have \$21,003 in our Reserves for replacement account. D. Berg noted we were able to transfer \$16,000 into reserves for replacement in FY 2019-2020.

P. Stevens inquired with a representative of Centerville Bank about the hold on funds in the Development account. He suggested D. Berg reach out to Putnam Bank with these financials as well as whatever else they might require and request that they to release the funds on hold. That would allow us to pay outstanding bills from development and put the rest in the reserves account.

Statement of Cash Flows: P. Stevens said the big picture is that the project is healthy right now and given current financial trends will likely maintain being healthy. He noted that the recertifications of two of the units might result in some reduction in income but the project is in a position where it can afford to accommodate those individuals without a large impact to the financial health of the project.

P. Stevens reviewed the Statement of Cash Flow, and pointed out Net Changes in Cash of \$12,453 for FY 2019-2020. He noted that the project's beginning cash was \$2,224, and ending cash was \$14,677.

A. Fuentes reviewed the most recent maintenance works orders and said there were nine in June – unclogging some AC drains, one rug stretching, some mosquito-tabs placed in the catch basins, a kitchen sink leak and some other minor repairs.

D. Berg discussed the investigation of a water leak (caused by condensate) between apartments 12A and 12D.

4. New Business – Senior Housing “Button Hill”

J. Moskus introduced himself to the Housing Authority. He is a retired Catholic priest, retired in 2003 after 57 years, and he is still assisting with parishes in the area, when called upon. He has familiarity with finances as well and hopes he can be of assistance in helping the Housing Authority Board.

D. Berg made a motion: **To email the Selectmen and request they appoint Jack Moskus to the Willington Housing Authority Board.** C. D'Agata seconded, no discussion, all in favor.

D. Berg discussed the Cicada killer wasps recently noticed by Button Hill residents. J. Moskus discussed his experience with them while walking. They appear to not be aggressive. One resident noticed many mounds on the lawn's that are indicative of underground nests.

A. Fuentes brought up the management contract that expired June 30, 2020. Access suggested we request to extend the old contract, with prices and terms, on a month to month basis until we can establish an end date and a plan to make the transfer to a new management company. P. Stevens noted several items need to be addressed such as banking, bookkeeping, facilities maintenance and management, files, documents etc. Terminating a requested extended contract at the end of the month makes sense fiscally and operationally and all agreed we need to have a transfer of management plan. A. Fuentes requested that the Housing Authority request in writing of Access Agency that the existing contract, that expired on June 30, 2020 be extended.

5. Correspondence

C. D'Agata noted that access to the Town Offices is limited so all the correspondence that she has available is a thank you note from Ruth Forkey to the Board (for our card of condolences on the loss of her husband). D. Berg noted that he received correspondence about a statewide housing authority group that has recently ceased operations [The Affordable Housing Alliance recently voted to wind up and dissolve the organization].

6. Approval of Minutes

Approval of Minutes of special meeting July 7, 2020: **D. Berg moved to approve the minutes of July 7, 2020 as written. C. D'Agata seconded the motion. No discussion. The motion passed unanimously.**

7. Treasurer's Report –A June 30, 2020, end of fiscal year report was not available. For May 2020 the beginning balance in our account was \$2,902.18, and expenses for May were \$69.97, resulting in a May 31, 2020 balance of \$2,832.21

8. Executive Sessions-D. Berg moved to enter Executive Sessions at 5 pm, the motion was seconded by W. Bunnell, there was no discussion, the motion passed unanimously.

The Board and counsel Jay Lawlor discussed the management contract. **D. Berg moved to exit Executive Sessions at 5:26 pm, the motion was seconded by W. Bunnell, there was no discussion, the motion passed unanimously.**

9. Any remaining old business.

There was no additional old business to discuss.

10. Adjourn – The meeting adjourned at 5:28 p.m.

Respectfully submitted by,



Don Berg, Chairman

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