

**MINUTES  
SPECIAL MEETING**

Willington Housing Authority  
Friday, June 21, 2019 – 4 p.m.  
20 Senior Way – Senior Center  
Willington, CT

**Present:** Chairman Don Berg, Treasurer Claudia D'Agata, Secretary Laurel Millix, Members William Bunnell and Mark Forkey, ACCESS Property Manager Melanie Savage, Recording Secretary Brenda Sullivan.

**1. Call to order** – The meeting was called to order at 4:01 p.m.

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

No public present.

**3. Old Business – Button Hill Senior Housing**

D. Berg reported that at the recent ASHoW Board of Directors meeting on Tuesday, June 18, 2019, he and other Willington representatives (including the municipal agent for the elderly and Wilbur Gangaway, a former Housing Authority member) were not included on a list created by ACCESS of nominees for reappointment to the ASHoW board, which oversees Willington Woods. He noted that apparently there's no requirement for a minimum number of Willington residents on the board. He said he will discuss the situation with the Housing Authority's consultant David Berto.

There was lengthy discussion about the ACCESS Agency's proposal to reduce the hours assigned to Button Hill for the property management position.

D. Berg also noted that the minutes of May 20, 2019 were correct as originally written (lines 153 and 163) regarding the proposed reduction of hours from 15 to 10. Therefore, members agreed by consensus to rescind the motion passed on June 17 to change those numbers to 20 to 15 hours.

**D. Berg asked permission of members to ask the attorney some questions clarifying language in the proposed new contract with ACCESS.**

**C. D'Agata made the following motion: The Housing Authority gives permission to D. Berg to confer with the attorney regarding contract language in the proposed new contract with ACCESS.**

**The motion was seconded by W. Bunnell. Following discussion, the motion passed unanimously.**

Members also reaffirmed their preference to retain the property manager's position at 15 hours, particularly because they are very happy with the performance of the current employee.

D. Berg said it has come to his attention that there is a requirement for representation on the Housing Authority by a resident of Button Hill who has been a resident for at least one year. He noted that M. Forkey's appointment fulfills that requirement.

D. Berg talked about the possibility of connecting to a "mesh" fire alarm network. He said he will do more research on the costs and effectiveness of this kind of system.

D. Berg reported that he received a phone call today from the Federal Home Loan Bank of Boston requesting more information in relation to the cost certification. He said he passed these questions on to housing consultant David Berto and to the firm contracted to do the certification, Whittlesey Forward Advising.

There was lengthy discussion about the need to increase rents and how to arrive at a percentage that would be most helpful for meeting financial obligations without imposing too much of a hardship on residents.

D. Berg distributed a matrix showing a range of increases from 3 percent to the maximum allowed by the Department of Housing. The revenue that would be generated at each level was calculated on the basis of an increase going into effect as of August 1, 2019 (therefore, 11 months of the new fiscal year), additionally adjusted for an increase in the management fee that would result, as well as one percent revenue loss due to projected vacancies.

**After discussion, D. Berg made a motion to set the following new rent amounts in order to meet budgetary requirements:**

**For HOME 50 percent AMI, \$843**

**For HOME 60 percent AMI, \$960**

**For FLEX 80 percent AMI, \$1,200**

**For FLEX 100 percent AMI, \$1,325**

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

D. Berg noted that these rent levels are still below the state and federal allowable maximums.

M. Savage said she will put a notice of the rent increases on each resident's door by Friday, June 28 and will ask each resident to verify that they read the notice. Housing Authority members also asked D. Berg to write a letter explaining the need for the rent increases and encouraging residents to explore several assistance programs they may be eligible for, to offset the increases, such as the rent rebate program, SNAP (food stamps) and CEAP (energy assistance).

**4. New Business – None.**

**5. Correspondence – None.**

**6. Treasurer's Report – None.**

**7. Approval of minutes – No action taken.**

**8. Executive Session – None.**

**9. Adjourn – The meeting adjourned at 6 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, appearing to read "Brenda Sullivan", written in dark ink on a light background.