

## **MINUTES REGULAR MEETING**

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

**Present:** Chairman Don Berg, Secretary L. Millix, Member Mark Forkey, Member W. Bunnell, ACCESS Housing Management representative Alex Fuentes, ACCESS Finance Director Parker Stevens, Recording Secretary Brenda Sullivan. **Absent:** Treasurer Claudia D'Agata.

**1. Call to order** – The meeting was called to order at 4:12 p.m.

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

No members of the public present.

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

### **MAINTENANCE AND REPAIRS**

D. Berg gave an update on attempts to solve an issue with water temperature in Building 12. He said there appears to be problems with the master mixing valve (the temperature didn't lower enough when the valve was turned towards colder). He said he also saw stone-sized buildup of sediment in the integral hot water shutoff valve. He also said that when repairs or maintenance are to be done to the water system, M. Savage may have to notify residents that the hot water may be turned off temporarily.

D. Berg asked A. Fuentes to postpone seasonal shutdown of the air-conditioning units until Nov. 1. He also said he will send A. Fuentes information about insulation for the air separators in the utility rooms.

A. Fuentes said there was only one maintenance work order in September and that was just to replace light bulbs.

D. Berg said he and W. Bunnell seeded and fertilized the grass, and put down lime, earlier this month. L. Millix asked about a dead tree. D. Berg said he and W. Bunnell will remove it and lay down mulch.

A. Fuentes asked the Housing Authority to think about fall cleanup because it's not included in the landscaping contract.

### **Contracts**

There was discussion about potentially contracting with Yankee Oil for ongoing and emergency maintenance of the boilers. A. Fuentes said he has been in communication with Yankee staff, but has still not received a contract proposal. P. Stevens noted the company has done some "on call" service for Button Hill.

A. Fuentes said he has some concerns about emergencies regarding heating because companies prioritize service for clients who have contracts. D. Berg said no-heat calls will go to Property Manager M. Savage and then space heaters may be temporarily distributed to residents until repairs can be made.

P. Stevens recommended that the boilers be serviced within the next month. A. Fuentes said Yankee Oil isn't familiar with Button Hill's equipment. D. Berg said he gave the company the documentation to review.

Regarding snow removal, A. Fuentes said he's still waiting for contract proposals from vendors ACCESS contacted. He added that the current contractor declined to change his billing formula from based on 3-inch increments to 2-inch increments. W. Bunnell suggested A. Fuentes request proposals from Hipsky Construction and Lawrence Landscaping.

## **FINANCIAL UPDATE**

P. Stevens reviewed the first quarter of the current fiscal year.

D. Berg asked that future financial reports be printed single-side so that different pages will be easier to compare side-by-side.

P. Stevens said the recently approved rent increases are helping with cash flow. He noted that the \$870 variance in revenue is because the rent increases are pro-rated, but he expects this line item to catch up by the end of the fiscal year (June 30, 2020). He said there currently are no vacancies.

A. Fuentes said he's received three new rental applications (two applying at 50 percent AMI and one applying at 100 percent AMI). He said there are now 10 applicants on the waiting list. In total, there are eight at 50 percent AMI, 1 at 80 percent AMI, and 1 at 100 percent AMI, none at 60 percent AMI. He said one of the applicants was referred by a friend and one received information from ACCESS.

P. Stevens noted that there is a little more interest income, now that all bank accounts at Putnam Bank have been categorized as "non-profit interest-bearing" accounts.

He said the advertising budget for the first quarter is over-budget, due to a one-time ad in The Chronicle, but there's still money in the budget for the remainder of the year.

P. Stevens noted that electrical costs are on the high side in the first quarter because the figure includes summer air-conditioning use.

D. Berg raised questions about invoices that appear not to match contract amounts. P. Stevens said the check dates are not the same as the invoice dates and so, may not correspond directly.

## **Audit Options**

P. Stevens said that a third-party audit seems to not be necessary in order to meet the Department of Housing's requirements. He said this means the Housing Authority might be able to use the \$4,000 budgeted for the audit for other costs, but recommended holding onto these funds for half the year, at this time.

P. Stevens said he will send the Annual Financial Report for Fiscal Year 2018-2019 to Putnam Bank, Federal Home Loan Bank of Boston and the Department of Housing. And the Housing Authority can find out later if a third-party audit is actually required.

## **Other Costs**

Regarding fuel costs, P. Stevens said the \$0 figure is because there hasn't been a recent fill-up of propane, so that figure will change, possibly in November.

Under “repairs and maintenance” – Contracts line item – Skip’s Waste Water company recently did scheduled pumping and service so this contract item is higher than usual. It also includes mowing, P. Stevens said.

He also noted that the maintenance payroll figure is lower than previous months because there were very few requests for repairs.

Reviewing real estate taxes, P. Stevens said the monthly escrow amount held by Putnam Bank may decrease a little.

Discussing property and liability insurance, P. Stevens said ACCESS did research other carriers but they didn’t find a provider with a better quote than Rabbett.

P. Stevens said the project is \$2,739 ahead at this time, but that figure doesn’t include the pending fuel delivery, which will cost about \$3,000. As a result, the project is mostly “on track,” overall.

He added that the largest variable in the budget will be the cost of snow removal, depending on this winter’s snowfall.

### **ACCESS Agency Bills**

P. Stevens said money owed to ACCESS is now paid up to September 30, 2019. and there are no other outstanding bills older than 30 days.

He added that after \$3,000 was transferred to reserves, there is now a total of \$8,000 in that bank account. He said the project is currently on track for adding the budgeted \$1,000 a month to the reserves.

### **Cost Certification**

There was discussion about the impact of the Cost Certification on financials when it comes to depreciation. P. Stevens said he had to wait until the Housing Authority knew the cost of the project in order to make this calculation. He explained that “fixed assets” refers to the value of the land and buildings. He said “accumulated depreciation” (AD) is calculated from the move-in date (August 2017) and is based on “40-year asset life.” Depreciation is considered a non-cash expense. He said the current value of the project is \$5.1 million, and that land doesn’t depreciate.

He said the \$6,000 Cost Certification check (signed by D. Berg) doesn’t show up in the financials because the funds were taken from the Development account (approximately \$6,000). He said the \$50,000 in the Development account held by Putnam Bank is considered “held in escrow by a third party.”

### **Cash Flow**

P. Stevens reviewed the Statement of Cash Flow, which covers a three-month period (July, August and September). He said “restricted funds” refers to the \$3,002 put into reserves.

## **RESIDENT HANDBOOK REVISIONS**

The following changes were requested:

Page 4, item 5 – remove comma before “preceding.”

Page 5, item 5 – re: additional appliances: dishwashers and space heaters are not allowed. Also, delete “etc.”

Page 6, item 8 – re: trash disposal: change “review” to “refer” (to our recycling flier).

A. Fuentes was also asked to move information about trash and recycling from Page 15 to the same topic section on Page 6 and delete any redundancies.

There was discussion about whether the directions for disposing of “sharps” (i.e. medical syringes) should include mention of coffee cans, versus the containers distributed by health facilities.

## **EMERGENCY PLAN UPDATE**

A. Fuentes said AsHOW has not yet responded to the Housing Authority’s question about whether the lower level of Willington Woods can be used for emergency shelter by residents of Button Hill. He said he will also include on the resident questionnaire whether Button Hill residents are willing to take in residents from the upper level in the case of a weather emergency such as a tornado.

D. Berg provided an update on his research into call-for-aid systems. He said he found a wireless system but that it would cost \$26,000 a year (plus \$300 for wrist bands).

P. Stevens asked if ACCESS should continue to pay Tolland Mutual Aid month-to-month. D. Berg said yes, but he will continue to research other systems. M. Forkey gave D. Berg information about a 911-alert device offered by HSN (the Home Shopping Network) that might be an affordable alternative.

## **4. New Business –**

D. Berg said he has been reappointed to the Housing Authority and he will be sworn in.

## **5. Correspondence – None.**

## **6. Treasurer’s Report – None submitted.**

## **7. Approval of Minutes –**

After review, M. Forkey moved to accept the minutes of the September 16, 2019 minutes as written; W. Bunnell seconded the motion; the motion passed unanimously.

## **8. Adjourn – The meeting adjourned at 5:55 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.