

MINUTES
SPECIAL MEETING

Willington Housing Authority
Wednesday, June 26, 2019 – 5 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, and ACCESS Housing Management representative Alex Fuentes.

1. Call to order – The meeting was called to order at 5:02 p.m.

2. Old Business – D. Berg requested a vote to modify the agenda to add items for discussion including: correspondence from Putnam Bank, review of the Cost Certificate document from Whittlesey Forward Advising, the fire alarm contract that needs to be renewed July 1, 2019 and HVAC repairs.

Following discussion, D. Berg made a motion to **“modify the agenda to include a Putnam Bank letter, the Cost Certificate discussion, the alarm monitoring contract and the possibility of using Woodcock refrigeration for our refrigeration repairs.”** L. Millix seconded the motion. The motion passed unanimously.

3. Correspondence – D. Berg said a letter was received from Putnam Bank requesting Button Hill financial information, current rent rolls and the current wait list. ACCESS will aggregate that information and send it to Putnam Bank.

4. Old Business – Button Hill Senior Housing.

Contracting with Woodcock Refrigeration for repairs.

D. Berg will speak to the Woodcock Refrigeration employee who lives on Clint Eldridge Road to inquire whether the company would be interested in providing AC repair service at Button Hill.

Cost Certificate Document.

Members reviewed the Cost Certificate document and offered several comments, including: the “deferred developer fee” (listed on page 6) should refer to the Housing Authority as the developer, and it is unclear how the amount of \$6,000 listed on that line was arrived at. D. Berg said he will ask Whittlesey Forward Advising to clarify.

C. D'Agata asked why information about interest rates and grants from other agencies is not included in the breakdown of the list on page 6. She also noted that the Housing Authority's taxpayer ID is missing. D. Berg will communicate those concerns to Whittlesey.

There were questions about how the Cost Certificate listed the average unit sizes at Button Hill. D. Berg said that level of detail is not significant for the report.

Renewing the fire alarm monitoring contract.

There was discussion about renewing the fire alarm monitoring contract with Frontier's phone lines or the alternative of using a “mesh” network provided by a new contractor (FASD). D. Berg stressed that promptness communicating alarms should be included in any contract. He said testing will be done. There was discussion about renewing the one-year contract with TN in light of a possible switch to a new communication method and new monitoring service (to save money). D. Berg will research the TN service costs.

There also was discussion about the call-for-aid alarms and testing the recently purchased, upgraded alarm at apartment 10A.

Notifying residents of rent increases.

At the June 21, 2019 Special Meeting of the Housing Authority, D. Berg was asked to write a letter to Button Hill residents to accompany the notice of rent increases approved at that meeting, to take effect August 1, 2019. ACCESS onsite property manager, Melanie Savage, also wrote a short letter to residents that included a request to verify that they'd received the notification, which D. Berg read aloud. Members approved of the letter, but said it also should include a deadline to respond by June 30. Municipal Agent for the Elderly Jennie Arpin and C. D'Agata asked that additional contact information (email addresses) be included in D. Berg's letter.

Rent increases.

D. Berg discussed the rent increases approved at the June 21, 2019 Special Meeting and the current waiting list. He said there are 5 applicants at the 50 percent AMI level and two at the 80 percent AMI level (one of the two at 80 percent could not be reached recently).

D. Berg said he is concerned that the \$75 rent increase for the 100 percent AMI (to \$1,325) might upset those with the highest rent, and suggested a flat increase of \$45 instead.

C. D'Agata and W. Bunnell said the Housing Authority should be consistent with the 6 percent increase at all AMI levels. D. Berg noted that a 6 percent increase for residents at the 60 percent AMI and 80 percent AMI levels would exceed DOH maximum allowable rents.

There was continued discussion about the impact of the rent increases on the residents, and the FY 2019-20 budget and the fiscal requirements of Putnam Bank.

D. Berg made the following motion: to **"void the previous vote on the rent increase so that we can revisit it."** B. Bunnell seconded the motion.

During discussion, it was clarified that if this motion passed with a majority of **"Yes"** votes, it would enable members to revisit the rent increase passed on June 21; if the motion failed, the rent increase would stand.

There was no additional discussion. **Four members voted No; one member voted Yes. The rent increase approved at the June 21, 2019 meeting stands as approved and will be implemented.**

It was noted residents are welcome to attend Housing Authority meetings if they want to communicate their concerns about the rent increase to board members. A. Fuentes added that since the onsite property manager will have to re-certify each resident and sign a new lease with the new rent amount, residents will probably talk to her about their concerns, as well.

6. Adjourn – The meeting adjourned at 6:27 p.m.

Respectfully submitted by Chairman 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.

