

**** SPECIAL MEETING ****

MINUTES

Willington Housing Authority

November 5, 2018 – 3 p.m.

20 Senior Way – Senior Center Willington, CT

Present: Chairman Don Berg, Treasurer Claudia D'Agata, members Mark Forkey and Bill Bunnell, ACCESS President/CEO Peter DeBiasi, ACCESS Housing Management representatives Alex Fuentes and Melanie Savage, Recording Secretary Brenda Sullivan.

1. Call to order – 3 p.m.

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

3. Old Business – Button Hill Senior Housing

There was continued discussion about a request from a tenant asking to have her rent lowered, based on new income categories recently issued by the Department of Housing (DOH). The consensus is that the guidelines refer to eligibility for a particular rent category. If the tenant's income had changed, that would be taken into consideration at her next recertification.

Housing Authority members agreed that it is necessary to set a policy that applies to all tenants.

C. D'Agata made the following motion:

It is the policy of the Willington Housing Authority that any rent adjustments will be determined on the date of a resident's annual recertification, and within the Department of Housing's most recent guidelines, and as determined by the Willington Housing Authority.

B. Bunnell seconded the motion, there was brief discussion, the motion passed unanimously.

D. Berg noted that the DOH has required rents to be reduced at three units.

In response to a question about the rent categories, M. Savage said that currently there are 5 units within the 50 percent category, 10 within the 60 percent category, 5 within the 80 percent category and 4 within the 100 percent category. She said DOH guidelines allow the Housing Authority to designate more units in the lower categories, but the 4 in the 100 percent category is the current limit for that category.

There was discussion about the management contract with ACCESS.

C. D'Agata made the following motion:

To replace the prior management contract between the Willington Housing Authority and ACCESS with the November 5, 2018 contract as revised.

The contract now reads that the agreement is made and entered into **on this 5th day of November, 2018** and is effective July 1, 2018 (hereinafter, "Effective Date") through June 30, 2019...

M. Forkey seconded the motion, there was no further discussion, the motion passed unanimously.

D. Berg said the attorney charged \$550 to review the contract.

There was discussion about the roles and responsibilities of the property management agency and the Willington Housing Authority members as an oversight body.

P. DeBiasi said he believes D. Berg has been active in areas that are traditionally the role of property management, such as contacting vendors and overseeing contractors. He said Button Hill lost an opportunity for a lower snow removal contract because ACCESS wasn't able to make that decision. He also said that it's the management company's job to produce documents such as the one D. Berg created to show rent adjustments. P. DeBiasi asked that WHA members take a step back, and if they have concerns about how ACCESS is handling something, then have a discussion about that particular issue.

A. Fuentes said another example of the need to separate roles is that the HVAC company won't sign a contract if other people are doing any work on the equipment.

P. DeBiasi said he believes ACCESS has a good track record as a management company, including 10 years of managing Willington Woods. He said it needs to remain clear, particularly to residents, that the Housing Authority is the owner of Button Hill Senior Housing and ACCESS is responsible for managing that property.

C. D'Agata said she understands that residents will speak with Housing Authority members when they meet them in the community, but members have to refer residents to ACCESS as the management company.

M. Forkey said that he believes that Housing Authority members interceding helps get things done. P. DeBiasi said residents need to submit work orders to Melanie – versus making verbal complaints to Housing Authority members – so that management is aware of the problem and can schedule maintenance and track resolution of the problem. ACCESS should contact vendors/contractors, not Housing Authority members. And if Housing Authority members see a trend of problems not being addressed, then they should contact ACCESS.

D. Berg said he'd like to see improvement in ACCESS reports so that the Housing Authority can at least be updated on how issues are, or are not, being resolved. He also said, in some cases, the speed with which a repair is made can constitute a liability issue. He said he would like reports to indicate how long each project took to be resolved, and more details about what was done.

D. Berg said he will step back from acting on residents' complaints. P. DeBiasi asked that if the maintenance reports aren't adequate, to please let ACCESS know so they can make improvements.

M. Savage said she will write a memo to residents to remind them of submitting a work order request when there are problems.

C. D'Agata asked about the recent residents' meeting. A. Fuentes said 13 residents attended and they talked about forming the Residents Association. The Residents Association will meet at 3:15 p.m. on November 13, 2018.

There was discussion about air circulation problems in M. Forkey's unit. M. Savage said she will submit a work order to check on the feasibility and costs of installing a ceiling fan. C. D'Agata said if the fan solves the issue in M. Forkey's unit, then the Housing Authority can consider installing fans in

other units with the same issue. D. Berg said he will review the fire marshal's emailed comments about installation of ceiling fans and forward these to ACCESS. M. Forkey said the ceiling fan should include a remote control.

There was discussion about a serious pothole on Senior Way. M. Forkey said he will contact Public Works, since Senior Way is a town road.

There was discussion about the timing of leaf removal. A. Fuentes said this should probably be delayed a little while so it doesn't have to be done twice.

4. New Business –

D. Berg reported that, regarding Directors and Members insurance, the company won't reverse the payment made by ACCESS, so the Housing Authority needs to ask the Town for reimbursement. C. D'Agata said the Housing Authority mistakenly gave the bill to ACCESS to pay. C. D'Agata gave A. Fuentes the bill from the attorney for reviewing the management contract.

P. DeBiasi suggested the Willington Housing Authority should consider creating a Conflict of Interest document.

D. Berg spoke about Earthlight's request for internet access at Button Hill in order to diagnose the issue of low solar-energy production at one building. D. Berg asked ACCESS to ask a resident if he/she would allow Earthlight to temporarily tap into their internet connection to monitor energy production, but only after Earthlight has come out to inspect the array.

P. DeBiasi said the Housing Authority should authorize D. Berg to be the liaison for this project, because he has been the contact throughout the whole process, but asked that D. Berg keep ACCESS up to date on what needs to be done. The Housing Authority agreed by consensus to authorize D. Berg for this responsibility.

There was discussion about whether M. Forkey should have access to the key to the utility room in case of an emergency, i.e. a broken water pipe. Members felt there might be liability issues if M. Forkey made any adjustments to equipment. M. Forkey said it might be possible to reduce any damage if someone on site could respond quickly to this kind of emergency.

There was discussion about the HVAC system. A. Fuentes said the HVAC manufacturer Blake Equipment Company wants \$1,000 to clean each unit annually. He said this doesn't fit within the current budget, but someone should be hired to be on call for emergencies, and for annual cleaning. B. Bunnell suggested ACCESS look into hiring one company for cleaning and another for emergencies, if that's a less costly route.

P. DeBiasi left the meeting at 5:10 p.m.

There was discussion about a resident whose cable wasn't connected correctly. M. Savage said she will ask the resident what she was billed for. The Housing Authority can authorize ACCESS to pay for work charges not related to the basic hook-up fee, which would be the resident's responsibility.

It was agreed to post-pone the official Button Hill Senior Housing ribbon-cutting ceremony until Spring.

There was discussion about upcoming meeting dates. It was agreed to cancel the November 12 and 19 dates currently listed on the Town calendar. ***Members also agreed to set future meeting dates for 4 p.m. (instead of 6 p.m.) including the December 10, 2018 meeting, and approved the following 2019 meeting dates:***

January 14
February 11
March 11
April 8
May 13
June 10
July 8
August 12
September 9
October 7
November 4
December 9

5. Correspondence – None.

6. Approval of Minutes –

M. Forkey moved to approve the October 16, 2018 minutes with the following changes:

Line 44: (change to) There was discussion about reference to expenditures in the Residents Association Handbook.

Line 70: (change to) He also said the service boxes for a proposed ceiling fan need a support installed.

The motion was seconded by B. Bunnell, the motion passed unanimously.

7. Treasurer's Report –

C. D'Agata distributed the report. The balance for October 2018 was \$4,988.62. Payroll was \$139.95, leaving a balance of \$4,848.67.

8. Adjourn – The meeting adjourned at 5:50 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", is written in dark ink on a light background.