

**** SPECIAL MEETING ****

MINUTES

Willington Housing Authority

December 11, 2019 – 7 p.m.

20 Senior Way – Senior Center Willington, CT

Present: Chairman Don Berg, Treasurer Claudia D'Agata, members Mark Forkey, Bill Bunnell and Laurel Millix.

1. Call to order – 7 p.m.

2. Old Business – Button Hill Senior Housing

The Board discussed the existing contract with Access with the on-site manager working for Button Hill at 10-15 hours versus the present 15 -20 hours per week. To look at cost differences D. Berg brought in copies of the 2019-2020 proposed budgets prepared by Access (with our costs for 10-15 hours or 15-20 hours of on-site management services per week). Five less hours per week resulted in a savings of \$175/month if we utilized the on-site manager for 10-15 hours versus 15-20 hours per week.

The Board also discussed if 10-15 hours (versus the present 15-20 hours per week) was sufficient for the on-site manager to do their job for us. The Board could not determine the proper number of hours needed to perform the duties of site manager. Previously P. DeBiasi (CEO, Access Agency) had advised D. Berg that Access believed that 10-15 hours was adequate. Vote was taken ask Access to revise the contract to reduce the number of hours for the onsite property manager to 10-15 hours per week. Approved unanimously.

The Board voted unanimously to request a reduction in hours for the new Access on-site manager Richard Gold to 10-15 hours per week.

3. New Business – Button Hill Senior Housing

D. Berg discussed his review of the management contract with regards to the sections on workers compensation, payroll taxes and fringe benefits percentages. He said it was unclear in the contract language if management staff is part time (for us) or full time (for them-Access) as it affects the management charges for those two items. (If part time the contract says we pay 20% additional for payroll taxes and fringe benefits, but we are being billed at 30% for property management staff salaries as if these are considered full-time and not part-time. The Board will ask Access Agency for clarity.

D. Berg discussed the Workers Compensation billing concerns, and how the contract does not obligate us to reimburse Access that cost (presently billed to us at 2% for management staff and 6% for maintenance). B. Bunnell noted that the contract says we don't have to pay Workers Compensation taxes for Access employees (as presently billed on our management invoices), per the "Exhibit B" page 2 "Payroll Processing" bullet: Payroll Processing — all services are provided by The ACCESS Agency employees. Therefore, Button Hill will not have payroll related expenditures. The same is true of fees related to processing statutory benefits such as unemployment compensation insurance and non-statutory benefits such as health care. B. Bunnell offered his

assistance with further contract reviews.

The Board discussed how Access advised us at our last regular meeting that Button Hill is “caught up” on paying any past Management Invoices. D. Berg will review documentation sent by P. Stevens.

D. Berg brought up the Capital Improvement Program (CIP), a town grant system and how we might be eligible to apply for monies or for generators, screen doors, ceiling fans fire alarm panels. C. D’Agata questioned if Button Hill was eligible to apply for those CIP grants. D. Berg to investigate with finance and selectmen offices.

The Board discussed the D. Berg review of DOH architect Brandon Clarke’s pictures related to the between-floors pipe insulation not being in any of those 5000 pictures, and the case that pipe insulation was is was possibly omitted leading to difficulty in controlling the heat emitted to the apartments, and how to investigate if pipe insulation exists on the pipes, between the floors. M. Forkey discussed how his domestic hot water is sometimes hot, then flows cool before it finally heats up again. D. Berg mentioned that may be partially due to the on/off operation of the DHW circulatory pump. D. Berg also discussed wiring the AC units to use some excess solar power. B. Bunnell and D. Berg agreed to take a look inside the floor cavities.

C. D’Agata suggested we ask P. Stevens to calculate Workers Compensation monies paid over time.

C. D’Agata asked that Richard Gold (the new on-site property manager) attend our next regular meeting.

4. Executive Session

The Board decided to not move into executive session.

5. Adjournment: The Board voted unanimously to adjourn the meeting at 8:25 PM

Respectfully submitted by 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.

A handwritten signature in cursive script that reads "Don Berg". The signature is written in dark ink on a white background.