

MINUTES

Willington Housing Authority
Monday, April 9, 2018 – 6 p.m.
20 Senior Way – Senior Center
Willington, CT

Present: Chairman Robert Campbell, Vice Chairman Wilbur Gangaway, Secretary Don Berg, Treasurer Claudia D'Agata, Member Laurel Millix, Housing Consultant Dave Berto, ACCESS Housing Management representative Alex Fuentes and Recording Secretary Brenda Sullivan.

1. Call to order – 6:03 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

D. Berto noted that last month the Housing Authority gave him permission to send a final requisition for Zlotnick Construction. The architect signed the requisition but it hasn't gone in yet. The problem is the Housing Authority hasn't received a bill from the site inspector who reports to the Department of Housing (DOH), Brandon Clarke. D. Berto said he doesn't have a contract from B. Clarke and he thought B. Clarke had been billing his services to DOH and was paid by DOH. After contacting DOH, D. Berto said B. Clarke hasn't been paid and, as far he knows, hasn't yet submitted any reports. DOH said that the Housing Authority needs to get a bill from B. Clarke. D. Berto said that before he can pay B. Clarke, he also needs to see a list of what B. Clarke has done. In the meantime, he has prepared a final bill to DOH for Zlotnick and will give this to R. Campbell to sign off on.

D. Berto said he spoke with people at Putnam Bank and they have requested a financial report. D. Berto told them he would do this once all the units are leased and Zlotnick has been paid. When this report is submitted, the rest of the Housing Authority's funds will be released.

A. Fuentes distributed a financial report and discussed some items that are in the red. He said there was a shortfall because of a vacancy, but as of today (April 9) the last two units have been leased. He also noted that snow removal and utilities were under-budgeted. He said ACCESS is working on an updated budget for the new fiscal year, which begins July 1. He also noted there was some damage done to curbing and the lawn from snow removal. He said he's been having trouble finding a company to repair the curb because it's considered too small of a job (17 linear feet). R. Campbell suggested that if the town is doing curb work in future, it might be able to include Button Hill's curbing.

D. Berg said he spoke with Zlotnick Construction and repairs to the lawn are supposed to be addressed in a couple of weeks. R. Campbell added that the ground is still too cold to do any landscaping work. D. Berg also said Zlotnick will treat the lawn for crabgrass.

Responding to a question from R. Campbell, A. Fuentes said all bills are being paid and he expects Button Hill to be making money in a couple of months, now that all the units are leased.

R. Campbell asked D. Berto if Zlotnick Construction will be paid 100 percent of what it's owed. D. Berto said that depends on whether all the work has been done; if not, then some funds may be withheld until those items are completed.

D. Berto asked A. Fuentes if there's been any progress on installing a bulletin board for notices to the tenants. A. Fuentes said that's still in the works. A. Fuentes also asked if it's possible to install a Button Hill sign on the road; he said he'd get prices for a sign.

D. Berg distributed copies of an email from Parker Stevens at ACCESS regarding the Housing Authority's need to hire an auditor. He said he will contact Brian Borgerson, at Kircaldie Randall & McNab, who has worked for the ASHOW board.

A. Fuentes said he's been getting quotes for a call-for-aid system that will dial central dispatch and he did find a company that offers a Wi-Fi version. B. Campbell noted that Charter/Spectrum is offering much faster upload speed.

W. Gangaway said he still has concerns about power outages and would like to see some kind of backup system, i.e. a generator. R. Campbell suggested this expense be revisited once Button Hill income stabilizes. He said he agrees this is important, even if it's just a system that keeps the heat on. He suggested compiling a "wish list" from tenants, including an emergency generator.

D. Berto said that when the WHA and ACCESS create a required Resident Participation Plan – or they update the original draft – this might be a good time for tenants to also create their "wish list."

There was discussion about a safety concern related to snow sliding off the solar panels. D. Berg said one possible solution is to add a third snow guard, which would cost about \$1,810. R. Campbell said that since we're not expecting more snow at this time, maybe plan to do that in October when the WHA has its developer's fee and other funds available. He said he agrees this is important for the safety of the residents.

D. Berg said he received Button Hill's PURA approvals on Friday, but they were issued with the wrong I.D. number, so that needs to be corrected. He also reported that one system is making only half as much power as the others, so he will monitor that system and see if the problem is due to snow cover.

D. Berg also said Zlotnick construction is going to apply two coats of parging (cement coating) to the foundation, to address concerns previously expressed by the Housing Authority.

D. Berg also reported that three sets of panel arrays were moved (on the same roof slopes) because they weren't located correctly.

D. Berto said the WHA should plan a ribbon-cutting/Grand Opening event and invite all the funders. He said he will have Lynne Skeet in his office work with A. Fuentes to schedule the event, possibly in May.

In response to a question from R. Campbell regarding previously discussed issues with Button Hill's doors, A. Fuentes said the problems seem to have been fixed.

L. Millix asked if ACCESS ever sends a satisfaction survey to residents of the properties it manages. A. Fuentes said it does, after about 6 months.

D. Berto and A. Fuentes left the meeting at 7:50 p.m.

4. New Business – W. Gangaway told the Housing Authority he has submitted his resignation from the Housing Authority to the town, effective May 1, 2018. R. Campbell has also submitted his resignation, effective July 1, 2018.

C. D'Agata reminded L. Millix that she needs to be re-sworn in, in order to renew her term.

5. Correspondence – None.

6. Approval of minutes – Action on the January 8, 2018 minutes was tabled. C. D'Agata moved to accept the March 12, 2018 minutes as submitted; W. Gangaway seconded the motion; motion passed unanimously.

7. Treasurer's report – C. D'Agata provided an update for the months of November 2017 through March 2018.

8. Adjourn – The meeting adjourned at 8 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 dark ink, reading "Brenda Sullivan". The signature is written in a cursive, flowing style. The first name "Brenda" is written in a larger, more prominent script, and "Sullivan" follows in a similar but slightly smaller script. The signature is centered horizontally within the block.