

## **MINUTES**

Willington Housing Authority  
Monday, March 12, 2018 – 6 p.m.  
20 Senior Way – Senior Center  
Willington, CT

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

**1. Call to order** – 6:05 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 reported that when the project completion documents are finalized, the architect will sign the last requisition, and the Housing Authority will get funds from the Department of Housing to pay for the requisition. There will be enough funds to pay all bills, including \$120,000 to Zlotnick Construction Inc., and \$35,000 to the inspector. He noted Putnam Bank will release its hold on \$57,000 once all the units are leased. The Housing Authority will end up with about \$40,000 to \$50,000 net cash after all payments for the construction site are made.

D. Berto also reminded the Housing Authority that it is required to create a Resident Participation Plan, which outlines how the Housing Authority will work with residents to keep them informed and include them in any major decisions. He noted a draft was created a couple of years ago, but it can now be reviewed and revised.

There was discussion about the punch list. D. Berg noted that the “parging” (cement coating) appears to have been done poorly and incompletely, especially at Building 16 where it appears to not be adhering. D. Berto asked if it was made clear in an exchange of emails that the work is not complete. D. Berg said it was.

M. Savage said it appears everything on the punch list has been signed off, with the exception of dealing with the crabgrass in the spring.

W. Gangaway noted there have been no new complaints about heating or hot water.

There was discussion about damage done to a pine tree, a resident’s car and a transformer box that was knocked off its foundation – all apparently due to snowplowing.

D. Berg said he’d like more copies of the closeout plans. A. Fuentes said he can print some from the digital copy. He asked also M. Savage to scan the Certificate of Occupancy documents so they can be emailed to WHA members.

D. Berg explained his reimbursement list, accounting for his expenditures. The total is \$4,221.94.

D. Berto asked D. Berg for an update on solar power generation. This applies to Building 16 A, B and C. D. Berg said there's some concern about snow sliding off the solar panels and potentially falling on passersby. He suggested adding another barrier, at an approximate cost of \$2,000. He also said he's waiting for final approval of PURA and Eversource documents. D. Berg said he expects ZREC funds to be paid in October. Now that the solar installations are complete for Building 16 units A, B, and C. and paperwork submitted, he also expects a refund of 3 payments of Performance Assurance made to Eversource, at \$937 each, Performance Assurance funds were paid by the Housing Authority to assure and extend the ZREC applications for Building 16 units A, B, and C.

There was discussion about the vacancy created by the passing of a tenant, and about leasing to a couple whose children have offered to co-sign the lease and guarantee rental payments in the event their parents should ever be unable to pay.

There was discussion about the budget. A. Fuentes said some items were not adequately budgeted, such as snow removal. He said these items will be adjusted in a new budget at the end of the fiscal year, June 30.

A. Fuentes said work orders are up to date.

A. Fuentes said he's working on finding a system for external notification of activation of the pull cord that residents can use to call for aid. W. Gangaway said someone is coming out this week to look at the property and suggest a system.

W. Gangaway suggested that the Housing Authority consider purchasing an emergency generator in future. A. Fuentes said two generators may be needed for heat and lights. D. Berg said this might cost \$18,000 for two 20kW generators

D. Berto left the meeting at 7 p.m.

**4. New Business** – There was discussion about a failure by some tenants to follow the plan for moving their cars when there is a snowstorm, to allow for snowplowing.

***Don Berg made the motion that the Tenant Handbook be updated with information for residents about the consequences of not following the approved parking procedure during snowstorms regarding moving their cars. The first offence will be fined at \$25; the second offence will be fined at \$50.***

L. Millix seconded the motion. Following discussion, the motion passed unanimously.

**5. Correspondence** – C. D' Agata gave two bills to A. Fuentes.

**6. Approval of minutes** – C. D' Agata moved to approve the January 8, 2018 minutes as submitted. L. Millix seconded the motion. D. Berg abstained from voting because he didn't attend that meeting. All other members voted in favor. Motion passed.

**7. Treasurer's report** – No report.

**8. Adjourn** – The meeting adjourned at 7:30 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 background.