

MINUTES

Willington Housing Authority
Monday, May 14, 2018 – 6 p.m.
20 Senior Way – Senior Center
Willington, CT

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

1. Call to order – 6:10 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. Berg read a May 11 email from D. Berto updating the WHA on funding and other items. Funding from the DOH is expected soon and part of these funds can be used to pay Zlotnick Construction's retainage, with the understanding that money will be withheld for any uncompleted work. The next step is to prepare a financial report for Putnam Bank, so they can release remaining funds in the Housing Authority account. Also, pending necessary inputs from the inspector, Brandon Clarke, the Housing Authority can submit a final payment request to the DOH, including \$4,759 in developer fees.

There was discussion about the northerly lawn (grass) and parging (the foundation coating) and how much funding to hold back pending completion of this work. A. Fuentes added that Zlotnick Construction needs to contact the company that worked on the sewer pump; it appears to not have been installed properly, and the equipment is still under warranty. D. Berg said he will research the dollar value of work on the punch list that hasn't been completed. A. Fuentes said he will give D. Berg the billed amount for the sewer pump work.

D. Berg said he will look at the attic insulation to see if it was flattened when the solar installers were working. R. Campbell suggested D. Berg contact the insulation company in the winter to add material, if needed.

There was discussion about installing additional snow guards on the roofs of all four buildings. R. Campbell suggested making a "wish list" of items like these and prioritizing them for when remaining funds are released, but added the Housing Authority needs to remember to reserve funds for any unexpected repairs.

D. Berg talked about upcoming changes to solar-power related regulations, particularly regarding net metering.

D. Berg also reported that the inspector's issuance of a violation regarding switches on the boiler has been addressed.

C. D'Agata asked when the bulletin board for posting notices for the residents will be installed. R. Campbell said this would be when final funding is released.

C. D'Agata asked if progress has been made on purchasing a Wi-Fi call for aid system. A. Fuentes said he is waiting for a quote.

C. D'Agata asked what needs to be done regarding the required Resident Participation Plan. R. Campbell told A. Fuentes a copy was included in the DOH application, or he can contact Lynne Skeet in D. Berto's office for a copy. A. Fuentes said he will also refer to the Willington Woods plan.

There was discussion about a backup generator for Button Hill. A. Fuentes said he has a grant writer researching possible funding. R. Campbell suggested he also look at USDA programs.

A. Fuentes said he will research design and costs for a Button Hill sign to install on the property and check with the zoning department regarding any rules for installing this sign.

4. New Business –

A. Fuentes said he will make arrangements for a ribbon-cutting ceremony.

There was discussion about designating a new WHA chairman and check-signer at the next meeting.

There was discussion about the Board of Selectmen approving an increase in the town budget for water and sewer. R. Campbell said the agreement for Button Hill's water and sewer needs to be clarified. D. Berg said the town is now combining billing for water and sewer. A. Fuentes said ACCESS was paying up to the cap on the old agreement, for Willington Woods. Attorneys are now negotiating a new agreement.

A. Fuentes distributed an update on the financial status of Button Hill, with actual costs compared to budgeted costs, and rental income to date – from Aug. 10, 2017 to April 2018. He said he will present a new budget to the Housing Authority in June. He noted that with DOH approval, some changes were made to the rental rates.

There was discussion regarding hiring an auditor.

D. Berg made a motion for the WHA to hire Brian Borgerson, at Kircaldie Randall & McNab as the auditor for Button Hill Senior Housing and approve the \$6,000 cost. C. D'Agata seconded the motion. The motion passed unanimously.

5. Correspondence – C. D'Agata gave A. Fuentes a bill.

6. Approval of minutes –

C. D'Agata made a motion to approve the January 8, 2018 minutes as presented. D. Berg seconded the motion. The motion passed unanimously.

C. D'Agata made a motion to approve the April 9, 2018 minutes as presented. D. Berg seconded the motion. The motion passed unanimously.

7. Treasurer's report – C. D'Agata reported the current balance as \$3,154.40.

8. Adjourn – The meeting adjourned at 7:15 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 black ink, reading "Brenda Sullivan". The signature is written in a cursive style with a large, stylized "B" and "S".