** SPECIAL MEETING **

MINUTES

Willington Housing Authority

December 31, 2019 – 3 p.m.

20 Senior Way – Senior Center Willington, CT

Present: Chairman Don Berg, Treasurer Claudia D'Agata, members Mark Forkey and Bill Bunnell. No members of the public were in attendance.

1. Call to order – 3:05 p.m.

2. Old Business – Button Hill Senior Housing

   Meeting dates for year 2020. C. D’Agata motioned to accept regular meeting dates for 2020, Mark seconded. Vote was unanimous.

   Capital Improvement Program (CIP). D. Berg discussed the CIP application he drafted to requested CIP funding for a 50 kW generator system so as to provide emergency power for the utility room equipment (including an emergency light in each apartment) at Button Hill. The tentative plan is for the generator to be located behind the upper dumpster enclosure, the propane tank adjacent to it and to utilize existing conduits to route the power to the four utility rooms.

   Capital Improvement Program (CIP). D. Berg also completed a CIP application requesting funding for a wireless call for aid system that improves on our present system as it would contact a monitoring service that could summon first responders (the existing call for aid, with string pull stations in the bathroom and bedroom, is a local alarm only). The board discussed the inclusion of 24 additional wireless personal-fall-devices (one for each apartment) that can also signal an emergency that may occur on site to the same monitoring service. C. D’Agata made the motion to include the 24 wireless devices in the CIP request. M. Forkey seconded, no discussion, approved unanimously.

   D. Berg requested a motion to allow for the submittal of the 2 CIP applications discussed above. The motion was made by B. Bunnell to allow D. Berg to complete the applications and submit them to the CIP. M. Forkey seconded, no discussion, passed unanimously.

   The Board discussed an email from A. Fuentes of Access Agency that stated there were no processing fees to provide Workers Compensation Insurance. The Board decided to ask for clarity at next regular meeting.

   D. Berg brought the board up to date on the status of any past due Access Management Fees and how we appear to be caught up to date on our payments due.

   The Board discussed recycling and how to better label the recycling dumpster, including those cases where residents have others, that may not be aware of recycling rules, dispose of their recyclables and trash. D. Berg discussed a letter he would provide to residents wishing them a Happy New Year and discussing the improper recycling items he found recently when he tried to compact items within the recycling dumpster.
D. Berg discussed having Yankee Oil look at heat loss info provided by our construction engineers, to see if they might be able to adjust the boilers to circulate less-hot water temperatures in the heating loop when it’s not that cold outdoors.

M. Forkey offered that he was concerned if we offered and installed screen doors on each apartment, those doors might not comply with accessibility door-in-series code requirements. Also, if we needed to remove a door for reasonable-accommodations reasons, he was concerned about where we might store it. The potential for interior locking of screen doors might present a problem as well, as entry from the exterior may be difficult.

M. Forkey discussed the snow plowing contracts. D. Berg said he would forward those existing contracts to the Board for their re-review.

3. New Business – Button Hill Senior Housing

D. Berg discussed a phone conversation he recently had with DOH’s Jennifer Ponte about the letter she was issuing stating we’ve completed the construction phase of our project and we’ve now moved into the monitoring phase.

4. Approval of Minutes

The Board reviewed the minutes of special meeting 12/11/19. A motion was presented by M. Forkey to accept those minutes of 12/11/19. It was seconded by C. D’Agata, there was no additional discussion and the approval was unanimous.

5. Adjournment: The Board voted unanimously to adjourn the meeting at 3:50 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.