

**SPECIAL MEETING
MINUTES**
Willington Housing Authority
Wednesday, April 8, 2020 – 4 p.m.
20 Senior Way – Senior Center
Willington, CT

Present: (Meeting held via conference call) Chairman Don Berg, Treasurer Claudia D'Agata, Member Mark Forkey, Member William Bunnell, ACCESS Housing management representative Alex Fuentes, Recording Secretary Brenda Sullivan.

1. Call to order- 4:02 p.m.

2. Present to speak – Meeting was made accessible to the public. However, no members of the public participated in the meeting.

3. Old Business – “Button Hill” Senior Housing

FINANCIALS

A. Fuentes gave an overview of finances for the month of February (the last report was emailed to Housing Authority members on March 18.) He said the snow removal budget is currently under by about \$3,000.

He said there was some savings in the area of maintenance, with only two work orders, and noted that maintenance is currently only responding to emergency requests as a precaution during the COVID-19 crisis.

He said Finance Director Parker Stevens is working on a financial report covering the month of March and he expects it to be emailed to the Housing Authority after April 15.

He said all rents are current and added that the project is in a better financial position than it was this time last year. He added that HUD is expected to release its new guidelines on rent limits soon, which ACCESS will use as it develops the next fiscal year's budget.

Responding to questions from W. Bunnell and D. Berg, he said there are 11 people on the waiting list; one is in the 100 percent income category, one is in the 80 percent income category and the remainder are in the 50 percent income category.

DRYERS

There was discussion about dryers with clogged screens, and a clogged bathroom exhaust vent. A. Fuentes said all the dryer screens were cleaned, as well as the bathroom vent. The filters referred to are the external screens at the exterior exhaust location. He noted two dryers do not have screens. There was discussion about whether the filters are hazardous because of the buildup of lint and whether there already are “flappers” on the exterior exhaust location, in which case maybe the filters could be removed.

DUMPSTER SIGNS

D. Berg reported that after discussion with A. Fuentes, he recommends buying signs from a different company than the one agreed upon at the last meeting. The order would be for 4 signs instead of 5 (the first company offered a discount for 5 signs). However, the order for signs is temporarily on hold because of the COVID-19 shut-downs.

BULLETIN BOARDS

There was discussion about installing two bulletin boards for posting notices for the residents at a cost of about \$800. Members agreed that the current practice of leaving notices on residents' doors was more effective. D. Berg asked A. Fuentes to look into stronger magnets that could hold up multiple pieces of paper.

EMERGENCY SHELTER

Asked for an update on the Housing Authority's inquiry about whether Button Hill residents could use the conference area at Willington Woods as an emergency shelter, A. Fuentes said the ASHoW board is waiting for advice from its insurance company regarding any liability issues.

GRILLS

There was continued discussion about a suggestion to install an outdoor grill for residents' use, since residents are currently not allowed to use their own grills on the property. D. Berg said one option could be to install two elevated platforms where residents could place their own grills, in a location away from the residences, instead of providing a grill, which might create liability issues. M. Forkey said he supported the idea of allowing residents to use their own grills at a safe distance from their units. W. Bunnell suggested tabling the issue until more residents express an interest since, currently, only one resident has done so.

LEGAL ISSUES

There was continued discussion about hiring a lawyer to send a letter to Zlotnick Construction Inc. regarding uninsulated pipes (heating and domestic water). D. Berg said he solicited quotes from two attorneys, including Atty. Scaramozza who offered a discounted rate and didn't require a retainer. D. Berg said he estimates that installing the insulation will cost about \$90,000. C. D'Agata asked how D. Berg determined the heating and domestic water pipes in the units aren't insulated. D. Berg said he determined the pipes in the utility rooms were not insulated and that he examined thousands of photographs taken during construction and none of them indicated the pipes had been insulated according to the project's specifications and plans. D. Berg said he feels it's important to notify Zlotnick Construction Inc. as soon as possible in order to avoid exceeding any time limit there may be on seeking recourse.

Housing Authority members agreed unanimously, by consensus, to authorize D. Berg to engage Atty. Scaramozza to begin the process of seeking resolution to the problem.

D. Berg added that any work inside the units will have to be postponed until after the COVID-19 crisis has passed. Likewise, progress on switching the call-for-aid alarms over the front doors, as well as temporarily increasing water temperature at the units to prevent any potential for Legionnaire's bacteria, also will have to be postponed.

4. New Business – It was agreed that the Housing Authority will hold its regularly scheduled April 20 meeting via conference call.

5. Approval of minutes

C. D'Agata made a motion to approve the January 27, 2020 minutes with the corrections made at the February 24 meeting (no vote was taken at that meeting), and the February 24, 2020 minutes as written. D. Berg seconded the motion and it passed unanimously.

6. Adjourn – The meeting adjourned at 4:50 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.

