

MINUTES
Willington Housing Authority
Monday, January 27, 2020 – 4 p.m.
20 Senior Way – Senior Center
Willington, CT

Present: Chairman Don Berg, Treasurer Claudia D'Agata, Member Mark Forkey, Member William Bunnell, ACCESS Housing management representative Alex Fuentes, ACCESS Finance Director Parker Stevens, Recording Secretary Brenda Sullivan.

1. Call to order- 4:02 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

MAINTENANCE

A. Fuentes reviewed recent work orders. There was discussion about a toilet that malfunctioned. A. Fuentes said the problem appears to have been related to a blockage in the sewer line. Members discussed how often the system is pumped (once a year) and the cost. A. Fuentes said the ACCESS maintenance director is dissatisfied with the current contractor and is looking at others. Other work orders included replacing a faulty lock and replacing light bulbs.

A. Fuentes addressed some questions addressed to him in emails from D. Berg. He said the error in the invoice for batteries for the existing fire alarm panels has been corrected. He said the error appears to have been due to incorrect coding so that they were billed for a much more expensive type of battery. He added that it appears ACCESS maintenance can change these batteries in future instead of having the contractor do this work.

A. Fuentes said he emailed a copy of the lease to all Housing Authority members and the lease now includes reference to the \$350 fee for transferring from one apartment to another that was recently approved by the Housing Authority. He noted this information is now also in the Resident Handbook.

A. Fuentes said he obtained quotes, at D. Berg's request, for the cost of testing Button Hill water for Legionnaire's Disease bacteria. Quotes ranged from \$90 to \$95 per test, with the process involving several tests throughout the complex. One company quoted \$9,920 to test the water once a year. A. Fuentes suggested it might be more cost effective to raise the water temperature to a level that would kill the bacteria if it's present, once a month for an hour. D. Berg said he'd rather have the water tested at the hot water supply only, maybe 4 times a year.

There was discussion about snow removal when snow is followed by rain, and whether ACCESS should cancel plowing when that's the forecast. A. Fuentes said insurance companies have stated that slips and falls are the number one reported accidents in the winter so canceling snow removal service, especially for sidewalks, isn't recommended. He said contractors carry their own insurance.

A. Fuentes said he spoke with the snow removal contractor regarding concerns raised by residents about when sidewalks are cleared. He said the contractor normally will clear sidewalks first before plowing unless he's plowing in the middle of the night because he doesn't want to run the snowblower when people are sleeping. Residents also have expressed concern about the snowblowers blowing the snow onto the patios. A. Fuentes said the contractor didn't see a way to avoid this.

EMERGENCY ALERT SYSTEM

There was discussion about different approaches for the emergency call for aid and fire alarm systems, including radio signal and cell phone alerts. A. Fuentes said FASD (Fire Alarm Specialty Design, LLC) quoted \$2,200 for radio and \$2,400 for cell phone (plus a one-time charge of \$2,400 for equipment. He also noted FASD works with Rapid Response and not Tolland Dispatch.

A. Fuentes also discussed quotes for quotes for the call for aid and fire alarm system. He said AL Fire Protection, based in East Hartford, appears to be the best quote (about \$500 less than others) and noted ACCESS has already changed contractors to this company for Willington Woods. He said ACCESS also has contracted with company for the properties it manages in Franklin and Danielson.

D. Berg said he needs to update the information he submitted to the town in an application for Capital Improvement Program funds to buy emergency generators. He said the best approach appears to be a single generator that would power everything. He said the location of the generator probably will have to reviewed by the Zoning Board regarding its placement relative to the lease line.

FINANCIALS

P. Stevens distributed the latest budget documents.

He noted ACCESS switched Button Hill to a new electric supplier, Starion, which is offering a better rate than Eversource. He said there's no enrollment or cancellation fees and it is a fixed rate (not fixed tiers). He said it takes one billing cycle for the changeover.

P. Stevens pointed out that the administrative costs are lower than budgeted at this point, but there is a payment for software coming up.

As for utilities, he currently estimates they will come in on budget.

Overall, the project is \$2,516 under budget for the year, pro-rated.

There was discussion about the fact that Putnam Bank is being acquired by Centerville Bank. P. Stevens said it might be worthwhile to ask the new owners if they would be willing to release some of the funds in escrow in order to pay Housing Enterprises, which is owed about \$10,000.

D. Berg said the FHLBB paperwork was completed and submitted and so the construction phase is now considered closed out, although the Housing Authority may be required to submit updated documents in another two or three years.

CONTRACT ITEMS

There was discussion about Button Hill's share of payroll taxes as calculated by ACCESS. D. Berg questioned whether the project should be billed at 30 percent or 20 percent, and noted that it was billed for 32 percent in 2017. P. Stevens said the project was billed 32 percent during the rent-up phase and that it was paid from development funds, not operations. D. Berg said the Housing Authority should have asked for a credit for that period (30 percent versus 32 percent).

There was discussion about clarifying language in the contract to better reflect actual practice, for example the reference to "processing" statutory fees (ex. worker's compensation).

HVAC

There was discussion about filter changes on the HVAC system. A. Fuentes said this didn't help with excessive condensation in the pan. D. Berg said one resident has complained about a draft and maybe changing filters to a better filtering media that will also reduce airflow, might help.

D. Berg also said he'd like the contractor to dial back the temperature on the boilers (now set to 70 degrees) so there's less hot water circulating. It was also suggested that a problem with sun heating up the thermostats might be solved by adding a piece of aluminum to deflect the light. D. Berg asked if ACCESS would do this.

GRILLS

There was discussion about adding grills in the recreation area for summer cookouts, since grills are not allowed in or near the buildings.

SNOW BAFFLES

D. Berg distributed information on baffles that would prevent snow and ice from sliding off the roof onto the area in front of residents' doorways. He said the materials cost for the roof fastening system (only) is \$172.50 for a kit of 20 fasteners and flashing, but this wouldn't include the cost of labor, subframe and the aluminum deflection baffle.

EMERGENCY GENERATORS

D. Berg distributed copies of a recent quote from Patnode Electric for the town's CIP (Capital Improvement Program) to purchase one emergency generator at an estimated cost of \$55,000. He said he will go back before the CIP Board and add that quote to the request packet. He said the board's decisions are expected to be made at the end of February.

DUMPSTER SIGNS

There was discussion about placing a "Residents Only" sign on the door used by residents and on the double doors used to access the Dumpster by the waste removal company.

4. New Business

C. D'Agata said she'd like to have a "meet and greet" get-together with Button Hill residents, maybe at the Senior Center.

There was discussion about a car that isn't moved during snowstorms as required. It was suggested that someone might speak with the resident about the car, which appears to belong to a professional caregiver, and what issues might be preventing them from moving the car.

5. Correspondence – None.

6. Approval of minutes

M. Forkey moved to approve the minutes of the December 16, 2019 meeting with the following correction: on Line 120, the amount should be \$1,355.01 (not \$4,300). C. D'Agata seconded the motion. The motion passed unanimously.

7. Treasurer's report – C. D'Agata reported the current balance is \$3,214.36 after \$91.50 payroll.

8. Adjourn – The meeting adjourned at 6:37 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.

