

**MINUTES
REGULAR MEETING**

Willington Housing Authority
Monday, November 18, 2019 – 4 p.m.
20 Senior Way – Senior Center
Willington, CT

Present: Chairman Don Berg, Secretary L. Millix, Treasurer Claudia D'Agata, Member Mark Forkey, Member William Bunnel, ACCESS Housing Management representative Alex Fuentes, Recording Secretary Brenda Sullivan.

1. Call to order – The meeting was called to order at 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

A. Fuentes reported that there are now 11 people on the Button Hill waiting list, one at the 100 percent AMI level, one at the 80 percent AMI level and the rest at the 50 percent AMI level, including a new applicant, who heard about Button Hill via the internet. He said the 100 percent and 80 percent units need to be filled next.

A. Fuentes asked for the new snow removal contract, with the same vendor, Randy Palko, to be signed. He said R. Palko declined to change his billing formula and will continue to bill by 3-inch increments.

M. Forkey made a motion to authorize D. Berg to sign the snow removal contract; C. D'Agata seconded the motion; the motion passed unanimously.

There was discussion about taking down a dead tree on the Button Hill property. D. Berg and W. Bunnel will mulch the area when that's done. C. D'Agata said she will make a donation to the cost of the mulch.

A. Fuentes said he received a letter from Yankee Gas stating that they don't do contracts but they did provide a rate sheet. He said the rates are affordable. He also said, in the event of a problem with no heat, property management will distribute space heaters to use until the problem is repaired.

A. Fuentes distributed the work order report for October.

D. Berg said he looked at more than 5,000 photos taken by the Department of Housing oversight architect during Button Hill construction and he noticed none of the pictures showed insulation applied to the domestic hot water nor the copper heating piping located between the floors. He said he will do temperature readings in the ceiling and floor. He said duct work between floors appears to be insulated.

A. Fuentes suggested working with Yankee Oil concerning D. Berg's desire to possibly temporarily raise the hot water temperature to a level that will kill any Legionella bacteria, if present. D. Berg and A. Fuentes agreed it is important to take precautions so residents do not get burned by the unusually hot

water temporarily necessary for this method. D. Berg said he will research CT Department of Health protocols before any further action is taken. D. Berg noted that while there is no evidence of Legionella bacteria in Button Hill water at this time, he would like to be proactive in this matter.

A. Fuentes reviewed the most recent financials. He said the project is on target and that the rent increases have been very helpful. He pointed out that the \$792 figure in the red is the result of the fact that some tenants won't have rent increases until the end of their lease.

Regarding whether or not the Housing Authority is required to have a third-party audit, A. Fuentes said ACCESS Finance Director Parker Stevens told him it isn't required, so this means the Housing Authority has \$4,000 to spend elsewhere in the budget. He also said the line item for propane is showing \$4,000 that will be zero once the next fuel delivery is made.

Housing Authority members agreed by consensus to move the \$4,000 budgeted for the third-party audit to the Reserve for Replacement fund.

A. Fuentes reminded Housing Authority members that he emailed the latest revised version of the Resident Handbook to them last Thursday and asked them to email him any suggested changes.

A. Fuentes distributed a memo generated by ACCESS CEO Peter Debiase concerning maintenance work being done by Housing Authority members instead of ACCESS staff or contractors. The memo asked the Housing Authority to either formally prohibit this practice or put in writing a policy that Housing Authority members can do maintenance work but ACCESS will not be held liable for any damages or injuries resulting from that activity. The memo also asked that Housing Authority members no longer contact contractors. And it stated that failure to take either one of these actions would result in ACCESS contacting the Willington Board of Selectmen asking that they direct the member or members doing maintenance work to cease and desist.

There was discussion about the memo. M. Forkey then made a motion to table action on the memo until the next meeting. W. Bunnell seconded the motion. The motion passed with all members voting affirmative, with the exception of D. Berg, who abstained.

D. Berg reported that the Housing Authority can place a free display ad in the next issue of the town newsletter, Willington Wire, as well as a short story. The deadline for submission of the story is December 2, 2019. It was agreed by consensus that B. Sullivan will draft a story.

D. Berg reported that he hasn't yet received responses from vendors he contacted about fire panels.

C. D'Agata asked A. Fuentes to contact the Willington Woods board to ask if Button Hill residents can use the meeting area at Willington Woods in the case of a natural disaster. She asked him to contact them now because the next ASHOW board meeting isn't until March 2020.

There was discussion about correspondence with Atty. Scaramossa asking for advice about whether a relative of one of Button Hill's residents can do electrical work (as a licensed contractor) or would this constitute a conflict of interest. D. Berg said that because Button Hill isn't a federally-funded housing project, the complex isn't subject to the federal government's bidding rules. He said he estimates the cost of the work would be about \$5,000. D. Berg also noted the Housing Authority doesn't have a procurement policy. W. Bunnell asked D. Berg to try to get three bids and then compare them for the best offer.

W. Bunnell reported on replacement plants for Button Hill's landscaping and said many of the plants won't be available again until spring.

4. New Business – None.

5. Correspondence – None.

6. Treasurer's Report – C. D'Agata distributed the report and noted \$80.74 for secretarial expenses for October, leaving a balance of \$3,397.37.

7. Approval of Minutes – There was discussion of the October 21, 2019 minutes. D. Berg noted the correct spelling on line 162 of the Willington Woods board is ASHoW, and on line 16 asked to add the word "each" after \$300 (for wrist bands). **C. D'Agata made a motion to approve the minutes with these corrections; L. Millix seconded the motion; the motion passed unanimously.**

8. Adjourn – The meeting adjourned at 5:55 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", written in dark ink on a light-colored background.