

MINUTES REGULAR MEETING

Willington Housing Authority
Monday, September 16, 2019 – 4 p.m.
20 Senior Way – Senior Center
Willington, CT

Present: Chairman Don Berg, Treasurer Claudia D'Agata, Member Mark Forkey, ACCESS Housing Management representative Alex Fuentes, and members of the public Wilbur Gangaway and Ernie Busch. **Absent:** Secretary L. Millix, Member W. Bunnell.

- 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.

W. Gangaway expressed concern on the part of Button Hill resident about management's new policy that prevents property manager Melanie Savage from attending Housing Authority meetings. Residents would like her to attend these meetings, he said. A. Fuentes repeated what he'd stated at the previous meeting, that ACCESS now has a policy that all property managers, including those at their other facilities, do not attend Housing Authority meetings, and that A. Fuentes is the designated representative for ACCESS.

M. Forkey expressed concern about this policy because the property manager often has information needed by the board and by excluding her from the meetings, board members also cannot give her feedback directly.

W. Gangaway also expressed concern about the hot water pressure in Building 12. D. Berg discussed a pump and plumbing upgrade planned for Building 12. He also said upgrades also are planned for the other buildings, but these wouldn't affect the problems in Building 12. The board agreed the plumber should investigate the problem in Building 12.

W. Gangaway also said he is concerned about the lack of an emergency plan for Button Hill residents in the case of power outages, tornadoes and other situations posing threats to health and safety. He said the board needs to have a plan for providing shelter in the case of these kinds of emergencies. There was discussion about using the basement of the Senior Center and the lower level community room at Willington Woods, but there also needs to be a procedure for providing access to those areas.

E. Busch also addressed the board but when it was determined his concerns were with Willington Woods and not Button Hill, it was explained that the Willington Housing Authority is not the body responsible for Willington Woods. A. Fuentes provided E. Busch with his contact information.

3. Old Business – Button Hill Senior Housing

A. Fuentes distributed the Button Hill financials, including the statement of activities, statement of financial position and statement of cash flows (as of 8/31/19). Parker Stevens will attend the next Housing Authority meeting to explain these reports in further detail.

Under maintenance, A. Fuentes said there were only 7 work orders, and only \$78 spent on supplies. He noted one order for “water under bathroom floor,” but when it was inspected, there was water on top of the floor but not indication of a leak. D. Berg said he’s spoken with the resident, who said she lowered her shower head and this seems to have resolved what may have been water spraying over the top of the curtain.

There also was discussion about the “flapper”/trap seal in a resident’s floor drain that wasn’t working properly. D. Berg suggested using mineral oil in the drain to keep the water from evaporating. D. Berg asked A. Fuentes to talk to the plumber about doing this.

A. Fuentes also reported on repairs to sheetrock in one unit that had some damage from condensation leaking from the AC.

BOILER AND AC MAINTENANCE

A. Fuentes said that ACCESS has tried many times to get a cost estimate from Yankee Oil for servicing the four Camus Boilers. Rob from Yankee Oil has returned the calls but hasn’t followed through with a quote, to date. A Fuentes will continue to try to get the quote. D. Berg said he did send Rob the Camus owner’s manual the last time they spoke.

COST CERTIFICATION

D. Berg reported that he had distributed signed and notarized copies of the Whittlesey Forward Advising Cost Certification document to the Department of Housing, Federal Home Loan Bank of Boston, Putnam Bank and ACCESS, as well as WHA members.

He added that he plans to talk to DOH about audit requirements, estimated to cost \$4,000 to \$6,000 a year.

D. Berg also reported that he’s had no response from Zlotnick Construction to his repeated requests for data that he needs to submit to Federal Home Loan Bank of Boston (FHLBB) in order to confirm that the project used regionally-sourced materials for construction (manufactured within 500 miles of the job site). This was part of the project’s funding requirements and needs to be documented. D. Berg did create a 3-page documentation letter for FHLBB and sent them a draft for their approval, but hadn’t yet received any feedback from FHLBB.

CALL-FOR-AID SYSTEM and Fire Alarm

Quotes for an upgraded system have been requested but not yet provided. D. Berg will follow-up.

LANDSCAPING

W. Bunnell and D. Berg expect to replace some plants and mulch in some areas during the last week in September. There was discussion about the resident skunk digging up some flowerbeds in search of grubs. ACCESS has hired a wildlife firm to trap and remove the skunk. A. Fuentes said it costs \$180 to set up the traps and \$95 to remove each animal, including any unfortunate cat or squirrel. He noted it’s important to check the trap daily. D. Berg said he was treating some areas with Castor bean oil that is supposed to make the grubs distasteful, but has halted that until the skunk is removed.

RESIDENT HANDBOOK

There was discussion about the latest update of the Resident Handbook. The board reviewed several proposed changes.

Some of the changes include: Clarifying that management will check smoke detectors twice a year; clarifying which fan is controlled by a switch labeled Exhaust Fan (located above the kitchen cabinets); adding “such as furniture” re: leaving pathways clear; regarding disposal of trash – replacing the words “trash bin” with trash Dumpster and “recyclables container” with recyclables Dumpster; re: moving cars after snowstorms “per the procedure established between management and our snowplowing contractor”; re: the resident’s responsibility for cleaning the lint filter attached to the wall for the clothes dryer once a month; clarification about proper and regular disposal of litter box waste – in a sealed bag and in the trash Dumpster, as well as some grammatical fixes and removing some underlining.

A. Fuentes will incorporate these into a revised Resident Handbook and email copies to board members.

4. New Business –

ADVERTISING

D. Berg discussed negotiations he had with the Chronicle regarding placing Button Hill advertising in the Playbill for The Nutmeg Theater regular season. He said he was able to secure a one-quarter page ad for \$546, which is 25 percent less than the cost for a typical one-eighth page ad. The ad will run in the program at all the events during the regular season (fall, winter and spring). The board also requested that ACCESS use the revised ad placed in the Playbill in the Neighbors paper, as well.

A. Fuentes said he stopped the ad in Neighbors (which was \$78 every other month) in order to stay within the \$1,200 advertising budget. He will go forward, however, with advertising in the Mansfield Recreation Center’s catalog, which is distributed to 7,000 households.

C. D’Agata asked if there was still time to place an ad in the town’s quarterly newsletter and at no cost.

A. Fuentes said ACCESS also distributes fliers at the Chaplin, Columbia, Windham and Tolland senior centers.

OTHER BUSINESS

D. Berg also reported an estimate of about \$125 per building for surge protectors, plus installation.

D. Berg also asked the board for approval allowing him to look for grant money, such as Capital Improvement Project grants for a Call for Aid system, emergency generators, the fire alarm panel, etc. The board unanimously encouraged D. Berg to look for grant monies.

5. Correspondence – A. Fuentes gave D. Berg printed bank statements and noted ACCESS uses the electronic statements. D. Berg will contact Putnam Bank to stop hard copies of the statements.

6. Treasurer’s Report – C. D’Agata distributed the current report. She noted any costs incurred prior to July 1, 2019 are included in the previous fiscal year.

7. Approval of Minutes – The board reviewed the August 19 minutes and found no issues of significance.

C. D'Agata made a motion to accept the August 19, 2019 minutes as written. M. Forkey seconded the motion and the motion passed unanimously.

8. Adjourn – The meeting adjourned at 6:10 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", is centered on the page. The signature is written in dark ink on a light-colored background.