

WESTBROOK HOUSING AUTHORITY  
Regular Meeting  
Monday, September 28, 2020  
Worthington Manor Community Room  
Via Zoom

ROLL CALL

Chairman Connelly called the meeting to order at 2:42 p.m. In attendance included Nancy Pytlik (exited the meeting at 3:25 p.m.), Joe DeCurtis, Alison Woodstock, Dawn Page, Site Manager, Cheryl Daniw, Merit Properties and approximately 9 residents.

APPROVAL OF MINUTES

Joe DeCurtis made a motion to approve the minutes from the August meeting. Nancy Pytlik seconded the motion. The motion passed unanimously.

MANAGEMENT REPORT

Cheryl reported:

- The budget process has started – a Special Board meeting will be scheduled to update the Board on the details of the budget.
- Signature cards have been changed at the bank to include Alison and Alison has been updated on Worthington Manor’s financials and procedures of the housing authority.
- A new tenant will be moving in within the next 2 months. The “voucher” from West Hartford is currently in process.

TENANT CONCERNS

Tenant concerns included:

- A request for new cushions on patio
- A request for the painting of outer doors (rusted and paint peeling) – this is already an item on Bob’s work order
- Issues with windows “sticking” and missing tabs on screens.
- Request for “mistifiers” on the second floor and the ability to open windows – Dawn commented that windows are no longer opened because they were left open when air conditioner was running.
- Concerns regarding insects in the building (some doors do not close all the way) – Cheryl will call exterminator.
- Concerns regarding necessary tree work – Suzie will contact Public Works relative to same.
- Concerns regarding landscaping (bushes at front of building) – landscaping work will be done in October. Cheryl will tell landscaper to address bushes.
- Issue with wildlife; i.e. fox, bob cat and coyotes near outdoor smoking area– Animal Control number will be posted as appropriate. It was determined that moving the smoking area would not be permitted as appropriate spacing from the building would not be accommodated.
- Fire Marshal inspection/fire drill – due to Covid-19 Fire Marshal inspections were suspended. Fire alarm and fire extinguishers are inspected annually by a private contractor.
- Roof leak – Bob will address

- Garbage Room – residents not breaking down boxes – one resident did offer to break up the boxes, residents placing garbage in bins without bags (odor in the room). Dawn reported that a mister has been installed in the garbage room.
- Refrigerators (ice and water dispensers) – filters – indicator light will come on when filter needs changing (management’s responsibility) and cleaning of water dispenser area is the tenant’s responsibility. It was suggested that a solution of bleach and water be used to clean dispenser. A tenant made a request for a manual for the refrigerator in her unit.
- Cleanliness of Common areas – the common areas were re-opened and it was understood that tenants would be responsible for social distancing, masks and wiping down doors, etc. Signs have been posted relative to same. If rules not followed, the common areas may be closed again until the Pandemic has passed (would require Board action).
- Request for additional paper towels and toilet paper in common rest rooms – Dawn commented that supplies have been disappearing at a faster than normal rate; especially with the reduced amount of visitors to Worthington Manor due to Covid-19. The Board agreed that the “normal” supply of paper products to the common restrooms would remain (2 rolls).

OLD BUSINESS

Covid-19 – Cheryl reminded tenants that they must wear masks, social distance and wear shoes in ALL common areas of the facility; i.e. hallways, common rooms. PPE has been provided as supplies are available.

NEW BUSINESS

20/21 Budget

A copy of the proposed 20/21 budget was distributed to board members. As previously reported, a special board meeting will be scheduled to review same. Note that due to Covid-19, rents were not increased in May as scheduled. Two major unanticipated expenses, heating/cooling system and fire alarm system, were experienced in the last fiscal year. Also, units must be updated when a tenant moves out; i.e. flooring and appliances, as necessary.

Dawn reported that the carpets have been shampooed due to spillage, the shingles and trim damaged during the recent storm have been replaced, power-washing of the building will begin, including exterior mold treatment and the lawn furniture will remain outside weather permitting (typically stays out until late October, early November). Air conditioning covers will be installed in November and the fire system’s battery back-ups have been replaced.

Next Regular meeting – November 30, 2020

ADJOURNMENT

Joe DeCurtis made a motion to adjourn the meeting at 3:30 p.m. Alison Woodstock seconded the motion. The motion passed unanimously.

Respectfully Submitted,

Suzanne Helchowski, Clerk