

**Willington Housing Authority  
REGULAR MEETING**

Monday December 18, 2023 – 4 p.m. (in person meeting)

Location: Willington Senior Center, 20 Senior Way, Willington, CT 06279

Present – Chairman Don Berg; Vice Chairman William Bunnell; Secretary/Treasurer Claudia D’Agata, Tenant Commissioner Arthur Blaskey; Executive Director Laurie Bradley (property management), Resident Services Coordinator/Assistant Director Sharon Boisvert (property management), and via conference call, Recording Secretary Brenda Sullivan.

**1. Call to Order – 4:07 p.m.**

**2. Present to Speak –** No members of the public participated.

**3. Old Business**

A. Directors Report – This report was emailed to members prior to the meeting; a copy is available to the public from management upon request.\*

L. Bradley gave an update on replacing two nonworking water heaters and the difficulties she’s faced with working with the contractor, JRJ, including waiting more than six months for the Vertex replacements.

There was discussion about other options researched by D. Berg and herself, including installing residential water heaters with comparable capacity and warranties that are less than half the price of commercial water heaters, and immediately available.

L. Bradley said it’s important to resolve this issue because two buildings are down to one hot water heater, which means the remaining water heater has to work harder, and if either of the remaining water heaters should fail, that building would be without hot water. She suggested buying a backup unit, in addition to the two replacement units.

A. Blaskey said that he noticed a difference, today, in the hot water supply for his shower. He said that, unlike past experience, he had to keep adjusting the hot water to maintain the temperature.

L. Bradley said D. Berg and Maintenance Director Pete Kasacek will work together to decide on the best choice of replacement water heaters. W. Bunnell said he also has contacts who could provide some suggestions for alternatives.

L. Bradley also reported that she has received an unreasonably high bill from Air Temp, which has been working on heating issues in two apartments, but has not yet corrected the issues.

There was discussion about finding a contractor for a Call for Aid system. L. Bradley said she currently has one viable quote, from FASD. Another service provided an unreasonably high bid that contradicted previous discussions with this company, she said. She suggested contracting with FASD after discussing the possibility of lowering its bid, in order to bring it in line with the town’s ARPA grant. She also said she has had difficulty getting a response from the town’s new Fire Marshall concerning whether a “mesh” system would meet regulations.

There was an update on a Zoom meeting, attended by L. Bradley and D. Berg, with American Microgrid Solutions about the firm’s Phase 2 report on the feasibility of installing additional solar panels at Button Hill and a cost/benefit analysis of “resiliency” by installing a backup system of

Center, Willington Woods apartments and Button Hill Senior Housing. L. Bradley said Aqua Pump fixed the problem and sent the bill to the Town. She said ownership may be assigned to Bob Wittenzellner from a company called Whitewater, and if a contract with Whitewater is approved by the Town, the company would bill the Town for its services. She said that currently, the unit shows her property management emergency cell phone number to call if there's a problem with the system.

**5. Correspondence** – D. Berg said he received correspondence from Alpha Capital stating that the company wants to buy a building at Button Hill, which is not possible.

L. Bradley said she received an email from Federal Home Loan Bank of Boston, one of the Button Hill Senior Housing project's major funders, with the link to the Housing Authority's online account that will allow her to update information required by FHLB, which includes residents' income and the distribution of units based on rent categories.

**6. Approval of minutes** – October 16, 2023 (Please note that the regular November 2023 meeting was canceled.)

C. D'Agata made a motion to accept the minutes as presented. A. Blaskey seconded the motion.

D. Berg asked that line 75 be corrected by removing the word "one" (generator) and replacing it with the plural "generators", and that "utility room" also be made plural, "utility rooms". The corrected paragraph will read as follows:

*\*\*[Note, further explanation: Generators will provide heat, hot water and power to the utility rooms and will also power a single light bulb in the living area of each apartment.]*

The motion to approve the minutes as corrected passed unanimously.

## **7. Housing Authority Treasurer's Report**

C. D'Agata reported that, per the Town of Willington financial office FY 2023-2024 Housing Authority report dated 12/1/23, two payroll checks were issued – one on 10/5/23 and one on 11/2/23, each for \$65 plus deduction for Medicare of \$0.94 and Social Security of \$4.03, totaling \$139.94 deducted from the Housing Authority account. The Housing Authority also was reimbursed for \$900 on 10/2/23 for Commissioners training, leaving a balance of \$3,035.78.

## **8. Motion to Adjourn**

C. D'Agata moved to adjourn the meeting at 5:21 p.m. The motion was seconded by W. Bunnell and passed unanimously.

*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.*

*\*(For copies of documents mentioned in the minutes, please call management at 860-498-0268.)*







batteries. D. Berg said he found AMS's draft review inadequate in some areas, including failure to include projections for energy cost savings compared with projected costs for installing and maintaining the solar equipment over a 20-year period.

There was a brief discussion about how the new snow-removal contractor, JJ's Sitework Services LLC, planned to deal with the need for Button Hill residents to move their cars during plowing.

B. Expenditures – This report was emailed to members prior to the meeting; a copy is available to the public from management upon request.\*

C. Button Hill Treasurer's Report – This report was emailed to members prior to the meeting; a copy is available to the public from management upon request.\*

There was brief discussion about the healthy state of the reserves account and the significant amount of interest it is accruing.

D. Chairman's Report – Update on Call for Aid (see previous discussion under Director's Report)

#### **4. New Business**

##### CPA Mark Makuch's FY 2022-2023 Financial Review

D. Berg distributed copies of the document and said it was sent to Centreville Bank, and since he hasn't received any correspondence or been otherwise contacted by the bank, he assumes the bank is satisfied with the review.

##### 2024 Meeting Dates

W. Bunnell made a motion to accept the 2024 meeting dates as presented. The motion was seconded by A. Blaskey, and passed unanimously.

##### **The approved 2024 meeting dates are:**

**January 22**, regular meeting (Jan. 15 is Martin Luther King Jr. Day/holiday)

**February 26**, regular meeting (Feb. 19 is Presidents Day/holiday)

**March 18**, regular meeting

**April 15**, regular meeting

**May 20**, regular meeting

**June 17**, regular meeting

**July 22**, Annual Meeting (note, 4th Monday of the month)

**August 19**, regular meeting

**September 16**, regular meeting

**October 21**, regular meeting

**November 18**, regular meeting

**December 16**, regular meeting

American Microgrid Solutions analysis for second phase of solar PV with resiliency – (See previous discussion under Director's Report.)

In other business, L. Bradley gave an update on an issue with the sewage ejector pumps triggering an alarm indicating a malfunction, multiple times, and the need to clarify who is responsible for the maintenance of these pumps and for responding to an emergency. The pumps serve the Senior



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*Brenda Sullivan*

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