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**Willington Housing Authority**  
**REGULAR MEETING**

Monday February 26, 2024 – 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; Resident Services Coordinator/Assistant Director Sharon Boisvert (property management); and via conference call, Recording Secretary Brenda Sullivan.

**Absent** – Executive Director Laurie Bradley (property management).

**1. Call to Order** – The meeting was called to order at 4:02 p.m.

**2. Present to Speak** – Button Hill Senior Housing resident (16E) Lorraine Sedlock spoke to members about her concerns with the safe-salt/sand mixture used on the walkways by the new snowplowing contractor. She said it accumulates, “it doesn’t go away”, and that she’s had to sweep it out into the parking area.

She also said she’s noticed stones (that are part of the sand/salt mixture) hitting cars when the contractor uses the snowblower. L. Sedlock brought a sample of the sand/salt mixture to show members and management at this meeting. D. Berg noted small stones up to 1/2” in the mixture. Members thanked L. Sedlock for bringing this to their attention.

There also was discussion about plowing at the Senior Center and Willington Woods apartments. D. Berg explained that the plowing at those locations is done by Randy’s Trucking through a contract with the town, and that the Housing Authority has a new contract this year with JJ’s Sitework Services LLC.

L. Sedlock also asked if the sand will be removed once the winter is over. S. Boisvert, representing property management, said she will convey her concern to Executive Director L. Bradley (property management).

**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.\*

S. Boisvert read L. Bradley’s report that states the replacement water heaters have been installed and additional ones are being ordered to replace two that are in “rough shape”. The credit from the warranty will be used toward the cost of installation by JRJ.

Also, Air Temp will be installing a zone valve in apartment 14A to address heating and cooling issues.

Following up on a question at the last meeting, L. Bradley confirmed in her report that the new snow removal contractor is using “safe salt” when there is a snowstorm and a combination of “safe salt” and sand when it’s icy. She also noted that residents who threw away their shakers have received new ones, which are labeled “please keep for refill.”

She also reported that ITS and FASD had submitted updated quotes related to meeting code requirements, as well as meeting the particular needs of Button Hill Senior Housing for a Call for Aid

system, and noted that D. Berg had compiled a comparison of the two companies for discussion at today's meeting.

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

S. Boisvert said Cassella Waste gave management a new contract. She said the cost increased a little, and that the contract still includes a variable fuel surcharge.

S. Boisvert said there was a problem with some rent checks being returned by the bank. She said the bank explained that it was because many of the checks were for the same amount, so it was the bank's error. The checks were redeposited.

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.\*

D. Berg asked why there is about a \$20,000 difference in expenditures. S. Boisvert said she will ask L. Bradley.

D. Chairman's Report –

**• Update Board on Call for Aid system**

D. Berg reviewed the overview he prepared that compares what FASD and ITS would provide in a Call for Aid System. His review, comprised of costs and savings, was emailed to members prior to the meeting.

He said FASD submitted the lowest bid. The lowest ITS bid was \$5,500 higher than FASD.

He noted that the existing fire panels are not networked and not networkable. He said networking the new ITS fire panels would save some significant money in annual operations, but the Housing Authority would have to pay \$40,000 to \$50,000 to upgrade the ITS fire panel system to a networked system. He said funding the upgrade would result in a loss of about \$2,000 in interest each year (at 5 percent) that the Housing Authority would earn if that money was not spent on the upgrade.

S. Boisvert said it's not clear if the FASD's wireless MESH communication system, that transmits trouble and alarm alerts from the existing fire panels, would be approved by the Town's new Fire Marshal.

There was discussion about the section of the code cited by the Fire Marshal, Section 708.14 of the 2023 National Electrical Code (NEC). D. Berg said that the NEC section cited by the Fire Marshal is from the 2023 version of NEC, first of all, and the Housing Authority is, by law, under an earlier version of the NEC. However, he noted that the wording of that section has not changed over the past several years.

He also noted that Article 708.14 refers to "mission critical operation" power systems for police, fire stations, hospitals and nursing homes (and not even all of those within a locality), but Button Hill is a residential property. He said he will ask FASD General Manager Scott Duplisea, who told him that he recently sent documentation to Fire Marshal Tyler Gantick, for a copy of that documentation.

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99 There was further discussion. W. Bunnell noted that the ITS proposal seems like a better fit in terms of  
100 its technology and its costs. He also noted that ITS has a good track record with the Coventry Housing  
101 Authority, as well. He added that he feels it's important to move forward now with a decision or risk  
102 losing ARPA funding.

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104 • **Motion, discuss and vote on Call for Aid system**

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106 *W. Bunnell made a motion to accept the ITS bid for new fire panels and a Call for Aid system for*  
107 *\$68,500.*

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109 The motion was seconded by A. Blaskey.

110  
111 There was further discussion about the pro's and con's of a system using cellular and internet  
112 technology, and the cost differences between monitoring communication and networking between fire  
113 panels. W. Bunnell commented that the ARPA committee may not support a much higher cost of  
114 upgrading communication systems or networking capability just to have the most high-tech system.

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116 *A vote was taken on the motion: W. Bunnell, C. D'Agata and A. Blaskey voted in favor; D. Berg*  
117 *abstained. The motion passed.*

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119 • **Update Board on American Microgrid Solutions' solar and resiliency analysis**

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121 D. Berg said he needs to review a few new comments from American Microgrid Solutions and then  
122 update the Housing Authority at the next meeting.

123  
124 **4. New Business** – D. Berg reported that the concerns with Federal Home Loan Bank of Boston  
125 (FHLBB), as discussed at the January 22, 2024 meeting, have been resolved. He also said he would  
126 like an answer at the next meeting to his question about whether the Department of Housing considers  
127 the differences between housing projects that include utilities in the rent and those that don't when they  
128 determine their rent limits

129  
130 **5. Correspondence** – D. Berg said he received mail from Eversource ( a 1099 form, probably 2023  
131 income from Eversource's incentive payments), and a letter from Lathrop Associates, architects,  
132 regarding the annual CONN/NAHO Conference and Convention the Housing Authority members  
133 attended to receive commissioner training. D. Berg said the letter also reminds members that Lathrop  
134 Associates has an interest in low-income housing and they are interested in an opportunity to work with  
135 the Housing Authority in future.

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137 **6. Approval of minutes** – January 22, 2024

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139 D. Berg suggested tabling approval of minutes because of a statement (Line 103) about x-number of  
140 units rented at different rates that needs further research.

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

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144 Per the Town of Willington financial office FY 2023-2024 Housing Authority report dated 2/1/24, no  
145 payroll checks were written in January 2024. However, there was an "encumbrance" of \$69.97 for a  
146 check direct-deposited to Recording Secretary Brenda Sullivan dated 2/8/24 (\$65 plus deduction for

147 Medicare of \$0.94 and Social Security of \$4.03, deducted from the Housing Authority account). This  
148 leaves a balance of \$2,895.84.

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150 **8. Motion to Adjourn**

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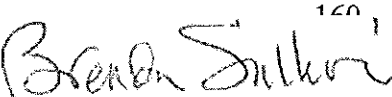
152 C. D'Agata made a motion to adjourn at 5:01 p.m. W. Bunnell seconded the motion. The motion  
153 passed unanimously.

154

155 *Respectfully submitted by Recording Secretary Brenda Sullivan. Please note that minutes are posted*  
156 *prior to being officially approved – changes/corrections are normally indicated in the subsequent*  
157 *month's meeting minutes.*

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

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WILLINGTON, CT

2024 FEB 28 A 7:35

  
TOWN CLERK