

Willington Housing Authority
REGULAR MEETING
Monday, May 17, 2021 – 4 p.m.
Via ZOOM meeting accessible to the public

Present – Chairman Don Berg; Treasurer Claudia D’Agata; Member William Bunnell; Member Jack Moskus (joined meeting at 4:20 p.m.); Executive Director Laurie Bradley (property management); Resident Services Coordinator/Assistant Director (property management) Sharon Boisvert; Recording Secretary Brenda Sullivan.

1. Call to Order: The meeting was called to order at 4:05 p.m.

2. Present to speak – No members of the public present.

3. Old Business – Senior Housing “Button Hill”

A. Director’s Report

L. Bradley noted that documents related to agenda items A (Director’s Report), B (Expenditures) and C (Button Hill Treasurer’s Report) were emailed to Willington Housing Authority members prior to the meeting, and asked if there were any questions.

L. Bradley said the newly installed fire alarm monitoring system appears to be working well, although initially she received several “failed test” phone calls on the day before the system became active, while it was being tested). She said property maintenance supervisor Peter Kasacek spoke with Scott Duplisea of FASD (Fire Alarm Specialty Design LLC.) about the problem and was told it was resolved. L. Bradley confirmed that the new fire alarm communication system (to our central monitoring provider) is now operational for Button Hill.

B. Expenditures

Referring to the Profit and Loss report, Don asked why there is a difference between the interest income for April and May (May is a few dollars less). L. Bradley said she will look into it.

D. Berg asked for an update on “bulk service” with Spectrum for all residents of Button Hill Senior Housing. L. Bradley said Spectrum’s proposal includes TV and internet service for all units at a cost of \$38 per unit plus fees (approximately \$2) with a commitment of 6 years. The proposal also states that there would be no rate increase until January 2023 and then it would be limited to a maximum of 5 percent per year. Internet speed will be up to 400 megabytes per second. The channel lineup includes at least 100 channels, under what’s known as the Spectrum Select package. The proposal also includes 2 reception boxes.

L. Bradley said everyone except one resident has agreed to the service. She said she’s waiting to hear from the daughter of the one resident.

Once the service begins, Spectrum will send a single bill for all the units to property management and then the cost will be added to each unit’s rent. If a resident chooses to upgrade services, that resident will receive his/her own bill from Spectrum solely for the upgrade.

D. Berg made a motion that management pursue the contract with Spectrum for bulk internet and TV services as proposed by Spectrum.

C. D’Agata seconded the motion. The motion passed unanimously.

54

55 **C. Button Hill Treasurer's Report**

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57 L. Bradley noted there is now \$31,000 in reserves. D. Berg suggested that the Housing Authority consider
58 increasing the amount set aside each month for reserves, or pay a lump sum at some point in the future.

59

60 **D. Chairman's Report**

61

62 1. Discuss update on fire monitoring service and communication solution. (See earlier discussion.)

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64 2. Discuss update concerning recent Centreville Bank reporting requirements, and any other items.

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66 D. Berg determined that, with the executed contract with M. Makuch to provide a financial report to the bank, no
67 further discussion on this matter was necessary.

68

69 Window of opportunity for lawsuit

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71 D. Berg said he spoke with Atty. David Hoops and was advised that the Housing Authority has 6 years from the
72 date of the Certificate of Occupancy for Button Hill Senior Housing to sue for construction deficiencies,
73 including such things as insufficient topsoil and failure to insulate hot water pipes. He said he believes the CO
74 was issued in September 2017. He also said he has an appointment to visit the site with soil scientist Rick Zulick
75 on Friday. And he said he was able to get a copy of Zlotnick Construction's closeout records from Alex Fuentes
76 at the ACCESS Agency (former property managers for Button Hill).

77

78 Boilers

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80 There was discussion about boiler repairs. D. Berg said he noticed the boiler in Building 12 is still set to run at a
81 constant temperature versus fluctuating with outside temperature. He added that he noticed one resident had
82 turned on their AC and wondered if the apartment might be overly warm because of excessive heat generated by
83 the boiler. He asked if the boiler in Building 12 has malfunctioned recently. L. Bradley said she wasn't aware of
84 any new problems.

85

86 D. Berg said he'd like to know if the pressure data he gave P. Kasacek was any help in terms of regulating the
87 sprinkler system. L. Bradley said she would ask P. Kasacek on Tuesday.

88

89 D. Berg asked if the \$1,309.99 bill from the Blake group (under Expenditures) was for repairs to the boiler in
90 Building 16, or did it include repairs in Building 12. L. Bradley said it is only for Building 16.

91

92 Solar

93

94 D. Berg said he hasn't spoken to Planning and Zoning or the Board of Selectmen about financing options for
95 additional solar at Button Hill. He said he's been investigating the option of installing battery backup, but he
96 wants to do more homework before speaking with P&Z, the Selectmen or the bank. However, he'd like to take
97 some kind of action before net metering (for new solar PV systems) switches from being reconciled on an annual
98 basis to a monthly basis.

99

100 Extra charge for excessive use of electricity

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102 There was discussion about continuing to charge a resident an additional fee of \$50 a month for their
103 significantly higher consumption of electricity.

104

105 L. Bradley said that Fair Housing regulations appear to not allow for charging anything additional for electricity
106 because the Willington Housing Authority's lease for Button Hill, and the Resident Handbook, do not include

107 this caveat. She said such an extra charge could lead to a Fair Housing complaint that potentially could result in
108 having to repay those charges.

109
110 D. Berg said that he had spoken with a Department of Housing representative (when the charge was initially
111 proposed) and that this person cited the Vernon Housing Authority as an example of charging this kind of fee. He
112 added that he was also told any additional charge could not push the rent above the maximum rent for the
113 resident's income designation. L. Bradley pointed out that the Vernon Housing Authority had adopted a policy
114 establishing this policy.

115
116 D. Berg said he prefers to not modify the lease or the Resident Handbook and instead, directed L. Bradley to
117 cease charging the extra \$50 a month. Housing Authority members agreed by consensus with this change.

118
119 **4. New Business**

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121 There was discussion about the annual election of officers. D. Berg suggested adding this task to the June
122 agenda. L. Bradley suggested the board establish June as the regular date for election of officers going forward.

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124 **5. Correspondence – none.**

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126 **6. Approval of Minutes**

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128 *D. Berg made a motion to approve the April 19, 2021 meeting minutes with a correction to lines 80-81; the*
129 *amount of Directors & Officers Insurance for last year should be stated as \$1,162.*

130
131 C. D'Agata seconded the motion. The motion passed unanimously.

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133 **7. Housing Authority Treasurer's Report – C. D'Agata reported a balance of \$3,177.03.**

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135 **8. Adjourn – D. Berg moved to adjourn at 4:58 p.m. C. D'Agata seconded the motion. The motion passed**
136 **unanimously.**

137
138 Respectfully submitted by Recording Secretary Brenda Sullivan. Please note that minutes are posted prior to
139 being officially approved – changes/corrections are normally indicated in the subsequent month's meeting
140 minutes.

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TOWN CLERK