

MINUTES
Willington Housing Authority
Monday, July 18, 2022 – 4 p.m. Regular Meeting
Willington Senior Center, 20 Senior Way, Willington, CT 06279

Present: Chairman Don Berg; Member William Bunnell; Member Jack Moskus; Executive Director Laurie Bradley (property management); Resident Services Coordinator/Assistant Director Sharon Boisvert (property management); Recording Secretary Brenda Sullivan via conference call. **Absent:** Treasurer Claudia D'Agata.

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 to speak.

3. Old Business – Senior Housing “Button Hill”

A. Director's Report

Report was emailed to members prior to the meeting.

B. Expenditures

Report was emailed to members prior to the meeting.

C. Button Hill Treasurer's Report

Report was emailed to members prior to the meeting.

There was discussion about some items in the reports. D. Berg asked about unpaid water bills for two months. L. Bradley said these were for May and June 2022, and they were paid together in July.

L. Bradley gave a brief update on the meetings she and D. Berg have attended for the Housing Authority application for ARPA funds, for emergency generators and a call-for-aid system. She and D. Berg said there seems to be a good chance both will be funded, and they anticipate the decision will be made in August.

L. Bradley said she is in the process of seeking bids, in cooperation with the ACCESS Agency (which manages Willington Woods) for servicing the fire protection system/sprinklers at both Button Hill and Willington Woods.. She said the former contractor, A.L. Fire Protection, currently doesn't have the staff to do this work.

L. Bradley said she has negotiated with Centerville Bank to move money in the reserves account to a new account that will yield higher interest. She said she has delayed adding to the reserves until the new account has been set up and the reserves can be transferred.

She also suggested the Housing Authority consider building reserves by participating in the state's Short-Term Investment Fund, because of the good returns she's seen with the Coventry Housing Authority. This fund provides a better rate of interest on deposited funds.

L. Bradley said she spoke with the Willington Tax Collector regarding the real estate tax bill for Button Hill. Last year it was paid late because the bill was sent to the Housing Authority instead of directly to Centerville Bank. She said the Tax Collector will speak with Centerville Bank to make sure that the bank is the primary contact for receiving the bill, going forward.

53
54 D. Chairman's Report
55

56 D. Berg said he's planning to speak with someone from Clean Energy Group (a nonprofit organization
57 with consulting staff) about possible grant funding for solar and batteries.
58

59 D. Berg also said that he believes someday Button Hill Senior Housing may be required to have a
60 charging station for electric vehicles installed. L. Bradley said she believes installation of a charging
61 station could be done at no charge.
62

63 D. Berg gave an update regarding the General Liability, Commercial, Property Renewal Insurance
64 Policy, written through Vermont Mutual Insurance Company, effective August 10, 2022.
65

66 There was brief discussion about the snow removal contract, which cost \$18,000 for 2021-2022. L.
67 Bradley said she's pleased with the thorough and conscientious work done by the current contractor
68 (Randy's Trucking) and hopes he will continue. She said, for example, that it isn't common for a snow
69 removal contractor to come back to a site for a second clean-up, as has been done by Randy's Trucking.
70

71 D. Berg said he wanted to express his appreciation for maintenance manager Peter Kasacek for pointing
72 out the need for preventative maintenance of the sewer ejector pump (filters, cleaning, etc). The power
73 for the pump comes from the utility room power panel located in the utility room of building 12. While
74 the pump also serves the town's Senior Center, the Housing Authority/Button Hill is responsible for the
75 equipment's maintenance. L. Bradley also said she will replace the sign that currently directs people to
76 call the former property manager in case of an emergency with a new sign with her office contact info.
77

78 **4. New Business – None.**
79

80 **5. Budget – discussion and vote on FY 2022-2023 budget**
81

82 L. Bradley said that she confirmation about how Centreville Bank prefers to calculate their debt service
83 ratio in the budget, which she based on prior budgets, because it isn't clear whether it is based on before
84 or after mortgage payments. D. Berg said he will speak to Centreville Bank, and get back to her with an
85 answer.
86

87 L. Bradley said the budget presented for approval includes the changes requested at the May meeting,
88 including an updated mileage allowance, updated figures for water and electricity costs, and a more
89 detailed breakout for maintenance (materials/labor/repairs).
90

91 She also pointed out that software costs decreased with the purchase of better software.
92

93 Responding to a question from D. Berg, she noted that part of septic costs are built into the water bill
94 through a surcharge added by the town.
95

96 W. Bunnell made the following motion, seconded by J. Moskus:
97

98 **Motion to approve the Button Hill Senior Housing operating budget for fiscal year 2022-2023 as**
99 **presented by management.**
100

101 The motion passed unanimously.
102

103 **6. Correspondence – None.**
104

105
106
107
108 **7. Approval of Minutes**
109

110 **W. Bunnell made a motion to approve the minutes from the May 16, 2022 regular meeting and the**
111 **June 17, 2022 Special Meeting. The motion was seconded by J. Moskus and passed unanimously.**
112

113 **8. Housing Authority Treasurer's Report – None.**
114

115 **9. Motion to Adjourn – J. Moskus made a motion to adjourn at 4:32 p.m., seconded by W. Bunnell.**
116 **The motion passed unanimously.**
117

118 *Respectfully submitted by Recording Secretary Brenda Sullivan. Please note that minutes are posted*
119 *prior to being officially approved – changes/corrections are normally indicated in the subsequent*
120 *month's meeting minutes.*
121

Brenda Sullivan

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Kenneth
TOWN CLERK