

## MINUTES

### Willington Housing Authority

Monday, March 20, 2023 – 4 p.m. Regular Meeting  
Willington Senior Center, 20 Senior Way, Willington, CT 06279

**Present** – Chairman Don Berg, Vice Chairman William Bunnell, Treasurer Claudia D’Agata, Tenant Commissioner Jack Moskus, 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** – The meeting was called to order at 4:05 p.m.

**2. Present to speak** – Opportunity for members of the public to speak.

None present or calling into the meeting.

**3. Old Business** – Senior Housing “Button Hill”

#### A. Director's Report

Copies of the Director’s Report were distributed to members. A copy is available to the public from management upon request.

L. Bradley said she is still waiting for an update from the water heater company regarding the warranty on the hot water heater that was replaced. She said D. Berg gave her a copy of the Certificate of Occupancy, which indicates when the unit was installed, as well as a record of its initial inspection, and these were forwarded to the company.

She also said she is completing paperwork for upcoming annual recertifications for the tenants, regarding their rent levels.

#### B. Expenditures

Copies of the Expenditures Report were distributed. A copy is available to the public from management upon request.

D. Berg asked how the latest Earthlight electric bill of \$117.59 compares to last month. W. Bunnell said January’s bill was \$172.40.

#### C. Button Hill Treasurer's Report

Copies of the Treasurer’s Report were distributed. A copy is available to the public from management upon request.

L. Bradley said, per last month’s motion by the board, the Smart Choice Development funds at Centreville Bank, totaling \$39,809.97, will be transferred into a three-month Certificate of Deposit yielding 4.8 percent interest. D. Berg asked if the development account should be left open. L. Bradley said there was no purpose in doing so. She also noted that reserves earned \$284 in interest in one month (at 3.75 percent interest).

D. Chairman's Report - including discussion of call for aid systems status

D. Berg asked L. Bradley if there are advantages/disadvantages for being a nonprofit when it comes to applying for grants. L. Bradley said having low- or moderate-income tenants is more of a factor. L. Bradley said she will talk with the Coventry Housing Authority's grant consultant and see if there are any relevant grants coming up.

D. Berg said he received a notification of a webinar about energy grants, to be held on March 21.

There was discussion about soliciting bids for a new call-for-aid system. D. Berg said that process is on hold for now, because the Board of Selectmen want these to be sealed bids. Also, the Housing Authority needs to write a Request for Proposals. He said the RFP should include language about a one- or two-year warranty, and the bids should indicate operational costs separately. He said the Board of Selectmen offered to help with the RFP. L. Bradley will create a draft.

D. Berg said he met with FASD on site to talk about the call-for-aid system. He said he told FASD not to submit a bid until the RFP is issued.

There was discussion about the Town cleaning the septic system and billing the Housing Authority, when Button Hill property management had recently had the system cleaned in response to a clog.

D. Berg said Button Hill's maintenance director, Pete Kasacek, spoke with the Town's Public Works Director Troy Sposato, and was told that the Town had to do the cleaning in order to be in compliance with DEEP regulations and was not aware that Button Hill property management had already had this work done on Button Hill's system, recently. The town's tanks had not been emptied and cleaned for four years.

D. Berg added that P. Kasacek said T. Sposato agreed that Button Hill management can price work on Button Hill's system separately, as long as someone from the town is present when the work is done, and the work is recorded with the Town.

L. Bradley said P. Kasacek will get a price this summer for cleaning to be done in the fall. She said cleaning is supposed to be done annually in order to be in compliance with the DEEP.

She added that there's still a question about maintenance of the pump station, because that's a three-way split (between the Town, Willington Woods and Button Hill).

D. Berg reported that he recently received the analysis from American Microgrid Solutions regarding battery backup resiliency of the utility rooms for the solar power system. He noted that there was an error in the draft report. He said that under the new Inflation Reduction Act, Button Hill is eligible for a 50 percent reduction because Button Hill has low-income housing. He said the chart in the report was correct.

D. Berg said he estimates it would cost about \$12,000 a year run batteries in the utility rooms. He said it had been his understanding that the report was going to include an analysis of the benefits of solar for the apartments, but it did not. He said he forwarded these concerns to the CT Energy Group that provided the grant for this analysis.

**4. New Business** – C. D'Agata reminded the board of the deadline for submitting a Button Hill ad for the next Willington Wire newsletter. C. D'Agata L. Bradley the link for contacting the newsletter editor. D. Berg said he wants to look at the ad before it's submitted and he will call L. Bradley.

**5. Correspondence** – D. Berg said, regarding the Amercan Microgrid Solutions report, that he attended their webinar. He added that he didn't distribute the report to the board at this point because it's still in draft form. So, he will give them copies once the report is finalized.

He added that he hadn't checked for mail at Town Hall before the meeting, so he will do so this week.

**6. Approval of Minutes –**

D. Berg asked that Line 76 of the February 27, 2023 minutes be corrected to read that realtor Will Rawlings inquired about buying a **building** at Button Hill (not a unit).

C. D'Agata made a motion to approve the minutes as corrected J. Moskus seconded the motion. There was no further discussion. The motion passed unanimously.

**7. Housing Authority Treasurer's Report** – C. D'Agata reported that there was no payment for secretarial services in January 2023 or February 2023, so the current balance remains \$3,704.51.

**8. Motion to Adjourn –**

W. Bunnell made a motion to adjourn at 4:34 p.m. J Moskus seconded the motion. The motion 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.)*

*Brenda Sullivan*

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*[Signature]*  
TOWN CLERK