

[illegible]

Willington Housing Authority
Monday, November 16, 2020 – 4 p.m.
Via ZOOM meeting accessible by the public

Present – Chairman Don Berg, Treasurer Claudia D’Agata, Member William Bunnell, Member Jack Moskus, Executive Director Laurie Bradley, Coventry Housing Authority Assistant Director (property management) Sharon Boisvert, CHA Maintenance Supervisor Peter Kasacek and Recording Secretary Brenda Sullivan.

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

A. Friedman discussed mandatory maintenance for propane tanks. He noted the Willington Housing Authority currently is solely responsible for safe maintenance of the tanks, from making sure they are well marked to leak detection. He said many maintenance requirements have not been met. He noted that these tanks are supposed to be tested no less frequently than every 36 months if readings are good, more often if problems are detected. He also said that the tanks needed to be tested within three months after installation and then a year later to set a benchmark and then from that point, every three years. He said the tanks at Button Hill are now delinquent on at least one reading, if not three. Therefore, the timeline would need to start from scratch.

A. Friedman said that in the short term, the Housing Authority may save money by owning the tanks but in the long-term, it would be more cost-efficient to lease the equipment, even when it comes to routine replacement of parts, but especially if a problem required digging up the tanks.

A. Friedman said if the Housing Authority decides to sell the tanks to Superior Energy and then lease from them, the tanks would remain in the ground. Pending an inspection, the company would buy the equipment for \$8,000 which would take the form of a \$1,000 annual credit on fuel costs over 8 years. The arrangement also would require the Housing Authority to buy propane from Superior Energy, at 95 cents below the current rate, based on the U.S. Energy Information Administration (EIA) average rate.

48 A. Friedman said the company provides 24-hour emergency service, a 10 percent discount on labor and
49 parts, and they check the tanks every 18 months. They also monitor the equipment with a remote
50 system to track such things as fuel usage.

51

52 S. Green said the lease agreement would include a charge of \$64.98 a month per tank, which would
53 include insurance and the property tax the company would have to pay.

54

55 A. Friedman left the meeting at 4:34 p.m. to attend another meeting.

56

57 [The meeting stopped and then continued, due to a 45-minute Zoom meeting time limit, at 4:37 p.m.]

58

59 S. Green told the Housing Authority he worked as a service technician for Superior Energy for 15 years
60 before moving into sales. He said the company has a return-call policy of 15 minutes during office
61 hours; after office hours, a caller hears three prompts regarding the purpose of their call and the
62 emergency prompt connects the caller with a live person who will dispatch a service technician if
63 needed, available 24 hours a day. He said calls about no hot water are usually responded to during the
64 day, unless the client requests immediate service.

65

66 L. Bradley said the Housing Authority needs to make a decision fairly soon because Superior Energy
67 would need to do its initial tests before the ground freezes. D. Berg asked if the company could do the
68 testing without a contract in place. S. Green said there would be a fee, that he estimated it would be
69 about \$275 per tank (\$1,100), but he'd have to verify this with A. Friedman. He said this cost would
70 deplete the \$1,000 credit for the first year if the Housing Authority subsequently decided to sign a lease
71 agreement.

72

73 S. Green noted his company is offering residential pricing, while the Housing Authority is currently
74 paying commercial wholesale prices and added that while the WHA may be saving about 20 cents a
75 gallon, the lease arrangement is more about meeting maintenance requirements and minimizing liability.

76

77 S. Green left the meeting at 4:57 p.m.

78

79 Discussion continued. L. Bradley said it's currently unclear whether Vermont Mutual Insurance
80 Company's policy includes the propane tanks.

81

82 D. Berg asked L. Bradley if she'd spoken with the Town about their fuel contract. She said she hadn't,
83 but in her opinion the issue before the Housing Authority was whether they want to continue to assume
84 liability for the tanks. She added that most companies don't want to buy these tanks. She also pointed
85 to long-term costs such as replacing the tanks 10 to 20 years from now; will there be sufficient reserves
86 in the budget and is this how the Housing Authority wants to spend the reserves?

87

88 D. Berg said he needs more time to look at the numbers, including insurance costs and would like to
89 discuss these details with L. Bradley before formulating an opinion.

90

91 **3. Old Business – Senior Housing "Button Hill"**

92 **A. Director's Report**

93

94 L. Bradley noted her report was previously emailed to members. She said she has brought all the
95 financial entries up to date, from July 1 forward. She noted D. Berg had contacted Centerville Bank to
96 ask about releasing \$50,000 and his understanding is that if approved, this wouldn't be done until the

97 end of the year, but that the bank might release about \$9,900 to pay D. Berto of Housing Enterprises. L.
98 Bradley also reviewed maintenance activities. D. Berg asked P. Kasacek, to place orange cones on the
99 propane tanks so the tanks are visible when it snows.

100
101 [The meeting was stopped and continued again, due to a 45-minute time limit, at 5:11 p.m.]

102
103 Continuing the Director's Report, L. Bradley said she received two quotes for snow removal from
104 Randy's Trucking LLC, one with the cost calculated per inch of snowfall (1-3, 3-6 inches, etc.) and the
105 other encompassing the entire season. The seasonal contract would be \$18,000. Since the company's
106 services were needed for the October 30, 2020 snowstorm (billed at \$950), L. Bradley said she will ask
107 Randy Palko if he will include that and the month of November in the seasonal contract.

108
109 There was discussion about both options. L. Bradley said last year's snow removal cost, billed by the
110 inch, was about \$14,000.

111
112 P. Kasacek said that his best guess about this winter is that because the last three winters were mild and
113 because of this summer's drought, there is a high likelihood of a lot of snowfall this winter. He noted
114 that 4.5 inches of snow fell on October 30.

115
116 W. Bunnell said he was inclined to agree with Pete, and C. D'Agata said she felt the same. J. Moskus
117 said he also supported the seasonal contract. D. Berg said he preferred the per-inch agreement, but
118 given the preferences of the three other members, made the following motion:

119
120 *That the Willington Housing Authority accepts the annual contract with Randy's Trucking LLC for*
121 *snow removal, and asks that L. Bradley negotiate with R. Palko to include October and November in*
122 *that contract.*

123
124 C. D'Agata seconded the motion. The motion passed unanimously.

125
126 B. Expenditures

127
128 L. Bradley noted the Housing Authority is now receiving reports for a full month. She also said that
129 next month's expenditure report will show billing for two months of property management services to
130 bring that account up to date.

131
132 C. Button Hill Treasurer's Report

133
134 L. Bradley reported that she did a lump sum transfer of \$5,000 to reserves to make up for what the
135 former management company hadn't done, so now transfers are covered for the months of July, August,
136 September, October and November. The current report doesn't show that lump sum transfer.

137
138 D. Chairman's Report

139
140 D. Berg said he spoke with Rick Zulick about taking soil samples and he expects this to be done soon.
141 He asked L. Bradley if the ceiling fan had been installed in J. Moskus's unit; L. Bradley said it's on the
142 maintenance list. D. Berg spoke briefly about the need for additional snow guards to protect residents
143 from snow melting off of solar panels, and an issue with having enough room for their placement; he
144 suggested 12-inch snow guards over doorways may be the best solution.

146 There was brief discussion about L. Bradley's title of Executive Director, voted on by the Housing
147 Authority at the September 21, 2020 meeting. D. Berg said he isn't comfortable with the title as
148 Executive Director of the Housing Authority; instead he prefers it be tied to Button Hill Management.
149 It was decided by consensus to leave the title as it is, but with the understanding it refers to property
150 management.

151
152 **4. New Business** – None.

153
154 **5. Correspondence** – None.


155
156 **6. Approval of Minutes** – Action on the October 22, 2020 minutes was tabled. Action on the July 7,
157 2020 Special Meeting minutes also was tabled. D. Berg emailed another copy of both sets of minutes to
158 all members.

159
160 **7. Housing Authority Treasurer's Report** – C. D'Agata reported a previous balance of \$3,596.85. A
161 check for secretarial services/FICA was paid on October 8, 2020 for \$69.97, leaving a balance of
162 \$3,526.88.

163
164 **8. Adjourn** – D. Berg moved to adjourn at 5:39 p.m. C. D'Agata seconded the motion. The motion
165 passed unanimously.

166
167 *Respectfully submitted by Recording Secretary Brenda Sullivan. Please note that minutes are posted prior to*
168 *being officially approved – changes/corrections are normally indicated in the subsequent month's meeting*
169 *minutes.*

170

171


TOWN OF WILLINGTON, CT
Received for record December 18, 2020
At 9:00 AM RAM: ATC