

**MINUTES**  
**Willington Housing Authority**

Monday, May 15, 2023 – 4 p.m. Regular Meeting (in person)  
Location: 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 p.m

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

No members of the public present.

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

A. Director's Report - This report was emailed to members prior to the meeting; a copy is available to the public from management upon request.\*

L. Bradley reviewed some of the maintenance items.

D. Berg said he’s been researching an alarm system for the water pipes that detects leaks and automatically shuts off the water valve if there’s a problem. He said it doesn’t require an internet connection or router.

There was discussion about the possible advantages of an alarm connected to the internet. Concerning connectivity issues that might arise because of physical barriers, L. Bradley said that at the Coventry senior housing complex, there’s a wireless router in the community building that residents are able to connect with in their apartments, even though there is significant distance and the signal is traveling through walls. D. Berg said this topic could be discussed at a future meeting.

L. Bradley said the recertification process for all residents will be complete once she receives paperwork from one more resident.

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

L. Bradley explained that there are two invoices (\$2.400 each) from FASD (Fire Alarm Specialty Devices), because they hadn’t billed for last year.

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.\*

L. Bradley said the Smart Choice account funds have been transferred to a high-interest bearing account.

There was brief discussion about considering raising rents to make them commensurate with increased expenses. L. Bradley said any rent increase should take effect next May (2024), because this is when recertification is done. Discussion was postponed to a future meeting.

D. Chairman’s Report

D. Berg discussed reservations he has about the Clean Energy Group grant-funded American Microgrid Solutions (AMS) resiliency analysis of the utility room resiliency (battery backup systems).

He also said he researched some of the costs and conclusions cited in the report and found significant differences between AMS figures and those from other sources he researched.

For example, he said the AMS analysis includes replacing the inverter for the battery system after 11 years (due to expected failure), at a cost of \$11,200, but he found other sources with much lower costs for inverters. He will research battery-inverter replacement costs further.

He said AMS also stated extended-warranty insurance wasn't cost effective for this battery-inverter failure expected around year 11, but he found information online that contradicts AMS' conclusion. He said these discrepancies (replacement inverter cost or cost of extended warranties) make him skeptical about the report's accuracy in this regard.

He also noted that the Scope of Work (SOW), a document prepared by AMS prior to analyzing PV and batteries for the apartments, referenced New Haven instead of Willington, and said he asked for this to be corrected

There was discussion about the possible benefits of installing generators. L. Bradley also suggested looking into installing heat pumps connected to the generators. D Berg said he has concerns about how much energy heat pumps might require to operate.

- Discussion and vote on renewal of D&O insurance for the Housing Authority

D. Berg reviewed the kinds of liability the Directors and Officers Insurance policy covers. He said the cost is \$1,321 for \$1 million in coverage.

W. Bunnell made the following motion, which was seconded by J. Moskus, and passed unanimously.

*To allow Don Berg to renew the Directors and Officers Insurance with Rabbit Insurance for the sum of \$1,321 for the next year.*

- Discussion and vote on location of service-request forms and the firearms policy in the Resident's Handbook.

(See minutes of April 26, 2023 Special Meeting for prior discussion.)

There was brief discussion about the revised language, including the limitations of the board's authority in light of privacy rights. D. Berg also noted that the section referring to requests for maintenance needs to be updated because it currently directs residents to an office maintained at Willington Woods by ACCESS (Button Hill's previous property management company).

C. D'Agata made the following motion, which was seconded by J. Moskus, and passed unanimously.

*To accept the revised wording under Safety, Item 1 in the Resident Handbook regarding firearms, as presented to the board and written below, and to correct Item 11 (page 13) regarding availability of service request forms.*

## NEW WORDING

### Safety

#### 1. Firearms:

**Any Resident who possesses (a) firearm(s) shall comply with all Federal, State of Connecticut and local laws related to the ownership, use, storage and safe handling of said firearm(s).**

We ask that any firearm(s) kept on the premises be registered with Management, along with a copy of any applicable permits or registrations.

All firearms shall be secured within your unit. If it becomes necessary to transport your firearm(s) from your unit to your automobile, we ask that the firearm(s) shall be made safe, not loaded and such movement shall be direct and performed with care and discretion.

L. Bradley will update the Handbook accordingly and send it to Button Hill residents.

#### 4. New Business - Discussion and vote on reappointment of Brenda Sullivan as Recording Secretary

D. Berg said that reappointing B. Sullivan also requires reappointment by the Board of Selectmen, which was expected to be done at tonight's meeting. He said reappointment is supposed to be done annually.

*W Bunnell moved to reappoint Brenda Sullivan as Recording Secretary. C. D'Agata seconded the motion. The motion passed unanimously.*

D. Berg clarified that the phone number to call for emergencies is accurate in the handbook.

D. Berg noted that J. Moskus has asked step down from the Housing Authority in the near future. L. Bradley said she and D. Berg are looking for someone to fill the vacancy.

**5. Correspondence** - Notice of need to renew D&O insurance and a copy of the new policy and limits was received by D. Berg.

#### 6. Approval of Minutes

*J. Moskus made a motion to approve the minutes of the April 17, 2023 regular meeting and the April 26, 2023 Special Meeting as presented. W. Bunnell seconded the motion. The motion passed unanimously.*

#### 7. Housing Authority Treasurer's Report

C. D' Agata reported that two payroll checks of \$69.97 each were written on April 6 and April 20, 2023, leaving a balance of \$3,494.60.

#### 8. Motion to Adjourn

C. D'Agata made a motion to adjourn at 4:45 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*

RECEIVED  
WILLINGTON, CT.

2023 MAY 17 A 9:40

*[Signature]*  
TOWN CLERK