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3 Willington Housing Authority  
4 Monday, February 22, 2021 – 4 p.m.  
5 Via ZOOM meeting accessible to the public  
6

7 **Present** – Chairman Don Berg; Treasurer Claudia D'Agata; Member William Bunnell; Member  
8 Jack Moskus; Executive Director Laurie Bradley (property management); Resident Services  
9 Coordinator/Assistant Director (property management), Sharon Boisvert; Maintenance Supervisor  
10 Peter Kasacek (property management); Recording Secretary Brenda Sullivan.  
11

12 **1. Call to Order:** The meeting was called to order at 4:04 p.m.  
13

14 **2. Present to speak** – No members of the public present.  
15

16 **3. Old Business** – Senior Housing "Button Hill"  
17

18 **A. Director's Report**  
19

20 L. Bradley provided an update on repairs.  
21

22 D. Berg asked for an update on researching the fire alarm system regarding the possibility of  
23 installing the Integrated Technical Systems, Inc. (ITS) networking solution and inclusion of possible  
24 call-for-aid and smoke detector systems.  
25

26 P. Kasacek said that Integrated Technical Systems (ITS) suggested interconnecting the four  
27 buildings and networking them with an expandable system that could, in the future, include the call-  
28 for-aid devices. However, their quote was \$3,600-\$3,800 and did not include the cost of wiring. And  
29 the Housing Authority would have to keep 2 of the 8 phone lines with Frontier, which would add to  
30 ITS's proposed \$400 per year per building monitoring cost. ITS would also remove the Silent Night  
31 panels.  
32

33 In comparison, the Fire Alarm Specialty Design, LLC (FASD) proposal is to keep the Silent Night  
34 panels and install radio mesh on each building; and all 8 phone lines would be removed, a cost  
35 savings of almost \$400 per month.  
36

37 FASD would charge \$600 per building per year to monitor the system, and has the added feature of  
38 an app to send any alerts from the system to your phone, such as "low battery. The FASD system  
39 can also be expanded in the future to include alarms for the call-for-aid devices that are currently  
40 only on the "Buddy System."  
41

42 There was a discussion as to whether it's necessary to upgrade the fire panels so as to tie in the  
43 existing smoke alarms, since the apartments are already equipped with sprinklers. It was  
44 determined that upgrade was not necessary at this time as the buildings are fully sprinkled.  
45

46 D. Berg asked about Fire Marshal Dick Palmer's input. P. Kasacek said the Fire Marshall told him  
47 the FASD radio mesh system just needs to meet fire codes, and that there needs to be a way for him  
48 to know which unit to respond to.  
49

50 D. Berg said the FASD system seems to be a much simpler solution in the short term and told L.  
51 Bradley to contract with FASD [See motion below, under Chairman's Report].  
52

D. Berg asked L. Bradley about what she's learned about the financial report requested by Centreville Bank. L. Bradley said she is getting quotes for a firm to write this report.

## **B. Expenditures**

L. Bradley noted copies of the expenditures report were previously emailed to members.

D. Berg asked about a line item labeled "utilities," how is it different from water, gas and electric? Laurie said it refers to Earthlight solar power, for the initial two months, It also includes the Frontier phone bill. In future, it will only include Earthlight, she said.

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

L. Bradley noted she previously emailed the report to members.

## **D. Chairman's Report**

1. Discuss fire monitoring service and communication solutions. [See discussion above, under Executive Director's Report.]

D. Berg made a motion, **"To allow management to sign a contract with FASD, LLC (Fire Alarm Specialty Design, LLC) to install their radio mesh system, including fire panel monitoring, at \$2,400 a year.**

Claudia seconded the motion. The motion passed unanimously.

2. Discuss recent Centreville Bank reporting requirements and any other items. [See discussion above, under Executive Director's Report.]

There was discussion about repairing two heating boilers in buildings 16 and 12. Repairs will need to be postponed until spring because they will likely require shutting down the system possibly for a day, P. Kasacek said.

P. Kasacek reported on discussions with the Camus representative and noted he was very helpful. He added that he had many difficulties trying to work with Yankee Oil. He said he was able to order the parts and that Camus didn't charge him for shipping. He said he set up an account with Blake so that in future, parts can be shipped in a timely fashion.

He noted, though, that neither he nor the service person has experience with this kind of repair due to the way the equipment is installed, so he is looking for a manual, or instructions, or an online tutorial for how to do so. He said he also wants to talk to the representative to see if anything is covered by a warranty.

**4. New Business – none.**

**5. Correspondence –** D. Berg said there was a credit from RealPages.

**6. Minutes –**

D. Berg made a motion to approve the December 21, 2020 minutes with a correction to the spelling of Centreville Bank (not Centerville Bank) on lines 21 and 33. J. Moskus seconded the motion. It passed unanimously,

D. Berg made a motion to approve the January 25, 2021 minutes with a correction to the date on line 166 (December 12 should be December 21). J. Moskus seconded the motion. It passed unanimously.

**7. Housing Authority Treasurer's Report** – C. D'Agata reported a balance of \$3,316.97 and noted there were no payroll expenses deducted. B. Sullivan said she wasn't paid until February 11.

**8. Adjourn** – D. Berg moved to adjourn at 4:44 p.m. Claudia seconded the motion. It 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.*

*Brenda Sullivan*

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*Kenneth*  
TOWN CLERK