

1
2 Willington Housing Authority
3 REGULAR MEETING
4 Monday, April 19, 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 Jack
8 Moskus; Executive Director Laurie Bradley (property management); Resident Services
9 Coordinator/Assistant Director (property management) Sharon Boisvert; Maintenance Supervisor
10 (property maintenance) Peter Kasacek; Recording Secretary Brenda Sullivan.
11

12 **1. Call to Order:** The meeting was called to order at 4:02 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 noted that documents related to agenda items A (Director’s Report), B (Expenditures) and C
21 (Button Hill Treasurer’s Report) were emailed to Willington Housing Authority members prior to the
22 meeting, and asked if there were any questions.
23

24 L. Bradley said she’s expecting an estimate for work on carpeting in the unit (16D) that will be
25 occupied by a new tenant. She said companies she contacted were unwilling to do this service
26 (stretching the carpeting in one room) unless they were the ones that installed the carpeting. She said
27 that the company that originally installed the carpeting hasn’t responded to her request for an estimate,
28 so she would like to hire the one who is providing an estimate so that the new tenant can move in as
29 soon as possible.
30

31 Giving an update on the FASD (Fire Alarm Specialty Design LLC.) fire alarm monitoring system. L.
32 Bradley said she spoke with Scott Duplisea and he said the signal wasn’t as good as he anticipated and
33 that he will have to make adjustments. She said she reminded him that the contract with Tolland (Fire
34 Alarm Monitoring) expires as of April 30, and S. Duplisea assured her that he’d complete the work
35 before that date.
36

37 There was discussion about repairs to two heating boilers. P. Kasacek said the work took about 6 hours
38 and required a lot of time taking the equipment apart and then reassembling it. He said the boiler for
39 Unit 12 still has a problem, that it is triggering an error code.
40

41 He said there is no information in the manual that pinpoints this particular problem and that Blake
42 Equipment (the local Camus representative) is talking to the factory to see if they have more
43 information. He said the part that seems to be causing the error code comes already installed, before it
44 arrives at the Camus manufacturing facility, so the Camus factory didn’t have information about its
45 assembly or what might be causing the error message. P. Kasacek said all he knows at this point is that
46 there are 3 different parts that could be causing the problem. W. Bunnell said he feels it’s the factory’s
47 responsibility to do more to solve the problem.
48

49 Regarding the fire sprinkler system's pressure statistics, D. Berg said he's going to pick up thumb
50 drives from ACCESS (the former property managers) that might have the information he's looking for.

51
52 D. Berg asked if the \$7,000 for contracted services indicated in the financial statement was mostly for
53 snow removal. L. Bradley said the three contracted services on the financial statements are for Blake
54 (boiler repairs), snow removal and Button Hill Senior Housing property management.

55
56 D. Berg said he did some calculations regarding the cost of snow removal for this season and estimated
57 that if the contract had been billed by the inch, the cost would have been about \$14,000 instead of the
58 \$18,000 that the fixed seasonal contract cost. L. Bradley said that when it comes time to negotiate a
59 new contract, she will specify that it be from first snowfall to last, which would include any snowstorm
60 that occurs in October. P. Kasacek said it also will be helpful to settle a contract much earlier than was
61 done this season.

62 63 **D. Chairman's Report**

64
65 Referring to J. Moskus's inquiry about what property management plans to do about the faulty ceiling
66 fan that was installed in his unit (it shuts itself off), D. Berg asked WHA members if it would be OK to
67 replace it with a model that operates manually, with a pull cord. Members had no objection.

68
69 D. Berg asked L. Bradley to contact the trash collection service and ask them to switch from twice a
70 month to weekly beginning in June. (Trash service is less frequent during winter months).

71
72 D. Berg said he hasn't yet spoken with the Board of Selectmen or Planning and Zoning regarding last
73 month's motion by the WHA (*"The Willington Housing Authority allows Don Berg to speak with the*
74 *Board of Selectman and to make application to Planning and Zoning, if appropriate, to place solar on*
75 *the ground."*)

76
77 He said he'd like to talk with a couple of funding sources, including Collective Sun (which offers a
78 discount because they take the federal tax credit). Board members had no objections to this request.

79
80 Regarding Directors & Officers Insurance, D. Berg noted the current policy expires in June 2021, and
81 that it cost \$11,062 last year. He asked L. Bradley to research the cost if the policy was purchased
82 through the state. L. Bradley said she will check with the CT Department of Administrative Services.

83
84 There was discussion about energy usage by the residents and if there is a large disparity between one
85 or two of the units and some of the other units. L. Bradley said one unit does seem to be using at least
86 twice as much as the other units, and a second unit comes close (300-400 kwh in one month). She said
87 she will calculate a 12-month average for each unit to make a comparison. D. Berg said this would help
88 determine whether charging an additional fee for a significant power-use overage (compared to a typical
89 apartment's consumption) is fair, and the figures would also help him with solar power design.

90
91 D. Berg said he also has researched power generation costs and two companies appear to offer savings
92 compared with Eversource, including Clearview and Starion. He asked L. Bradley to look at those and
93 other the third-party power supply companies that don't charge a cancellation fee, an early termination
94 fee, or an enrollment fee, and find out what it would entail to switch all of the service from Eversource
95 to one of these companies.

D. Berg said he spoke with the soil scientist who expects to do an analysis of the available topsoil once the ground has warmed up.

There was discussion about grub control. D. Berg said that over the years, he's made multiple applications of milk spore for grub control and that he prefers this solution versus pesticides. L. Bradley suggested that this work be done by property management.

D. Berg asked W. Bunnell about spreading corn gluten to control crab grass and weeds. Bill said corn gluten is good for anything that hasn't germinated yet. He estimated that for a 20,000-square-foot area, it would cost about \$200.

D. Berg noted some trees need to be replaced and mulched. C. D'Agata noted that this work should be done by property management.

D. Berg asked L. Bradley about the possibility of contracting for internet service for all Button Hill residents through the Spectrum for All program. She said she will have to speak with the CT Department of Housing regarding whether or not this service can be included in the rent. She also will find out if Spectrum offers this service to a housing complex with as small a number of units as Button Hill.

There was discussion about call-for-aide options. L. Bradley said she believes it would be best to wait and not draw from the reserves for this project.

There was discussion about the gas supply and the propane fuel tanks. D. Berg said his research indicates that Hi-Grade Gas (Button Hill's current gas supplier) offers the best deal versus contracting with Superior Propane to purchase and manage the tanks. He also said the tanks should be tested now that the ground has thawed. There was also brief discussion about potential costs for replacing the tanks in 30 years.

Don asked L. Bradley to send him water and sewer bills from January 1, 2021 to the most recent. L. Bradley said she will have him added to the Town's invoice email list.

Don asked for an update on getting estimates for completing the financial report requested by Centreville Bank. L. Bradley said most companies offering this service seem to be back-logged with such things as PPP loans. She said she'd prefer to hire the auditor D. Berg recommended.

D. Berg made the following motion:

That Laurie Bradley contact Mark Makuch, the only available bid, and engage his services for a financial report for Button Hill Senior Housing, at a cost of \$95 an hour, estimated to total between \$1,800 and \$2,000.

Claudia seconded the motion; the motion passed unanimously.

4. New Business – none.

5. Correspondence – D. Berg said there was correspondence from Rabbit Insurance concerning the Directors & Officers Insurance policy. He said he also received a multi-page questionnaire from Rabbit

Insurance Company that will provide a quote on the D&O insurance policy. He said he completed and returned the questionnaire.

D. Berg said he also received correspondence from the Town's Assessor's Office that was automatically generated and requested financial information that wasn't relevant to the Willington Housing Authority (dba Button Hill Senior Housing) as the assessment for Button Hill is a fixed amount. He was told to just sign and return the blank form. He also indicated on the form that he'd been advised to submit it in this fashion.

6. Minutes – C. D'Agata made a motion to accept the March 15, 2021 regular meeting minutes as written. D. Berg seconded the motion. The motion passed unanimously.

7. Housing Authority Treasurer's Report – C. D'Agata reported a balance of \$3,177.03 after paying for secretarial services.

8. Adjourn – D. Berg moved to adjourn at 4:47 p.m. Claudia 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.

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