

Minutes
Willington Housing Authority

Monday, June 26, 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; Executive Director Laurie Bradley (property management); member of the public Arthur Blaskey; and via conference call, Recording Secretary Brenda Sullivan.

1. Call to order – 4:06 p.m.

2. Present to speak – Arthur Blaskey, a resident of Button Hill senior housing, introduced himself as someone who is interested in joining the Housing Authority to fill the vacancy left by the June 6, 2023 resignation of Tenant Commissioner Jack Moskus.

He said he's been living at Button Hill since last August, and has lived in Willington a total of 13 years. Reviewing his previous civic experience, he said he served on the Board of Trustees at a Congregational church in New Britain in the 1980s, and was a landlord in New Britain. He said his best friend and wife have lived in Willington for 45 years and it was while visiting with them over the years that he came to appreciate Willington and decided to move to the town.

There was more discussion, and L. Bradley said A. Blaskey comes highly recommended. D. Berg said if the other members approve, he will send a recommendation to the Board of Selectmen to appoint A. Blaskey to the Housing Authority.

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 the report and noted that one vacant unit (due to the death of the resident) is being turned over. She also said she is still waiting to hear whether the hot water heater is covered under warranty, and that the maintenance director will be meeting with the contractors regarding condensation issues with air conditioning, as well as thermostat problems due to being located near the cable connection for TVs (heat from the TV affects the thermostat's readings), and noted she is investigating an issue with a leak coming from an upper level apartment.

L. Bradley also reported that she has received a quote for snow removal from Randy's Trucking, that it is very high, and that he is unwilling to agree to a contract that is tied to inches of snowfall. She said he's also frustrated by issues concerning residents not moving cars when there's a snowstorm. She said she will seek other bids.

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

There was a brief review of the proposed budget.

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 gave a brief update on moving development funds to a new CD account.

D. Chairman's Report

D. Berg reported that the Town has paid for the Directors and Officers insurance from the Housing Authority budget.

D. Berg discussed the utility room analysis regarding solar power redundancy completed by American Microgrid Solutions. He said based on the costs of leasing a battery system, about \$200,000 over 20 years, and the short life of the batteries in an emergency (only up to three days), he believes the costs are not worth the benefits.

There was discussion about updates made by L. Bradley and D. Berg to the Residents' Handbook that were discussed extensively at a previous meeting. Wording was changed in the firearms policy located in the Safety section to reflect current state and federal laws. Reference to former management's offices for maintenance request forms was deleted.

There was additional discussion about an update to the pet policy that now states that pets need to be secured in a carrier, or removed from the apartment, while maintenance and/or property management staff are working in the apartment. This change is to avoid potential liability due to injury from the animal.

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

To approve the changes made to the Residents' Handbook, including the updated firearms policy (under Safety), deleting the location of maintenance forms, and the addition of a requirement that pets must be secured in a carrier or out of the apartment when maintenance or staff is in the apartment.

4. New Business

Discussion of FY 2023-2024 budget for Button Hill Senior Housing. - A copy of the approved budget is available to the public from management upon request.*

L. Bradley gave a brief overview of the proposed budget, followed by discussion. In response to questions from D. Berg, she noted that landscaping costs have been adjusted in the new budget to reflect actual costs, which were lower than anticipated. Likewise, costs for maintenance of the heating and AC equipment was adjusted upwards to reflect actual costs. She also noted a new line item for sprinklers, which was broken out from the maintenance costs. And she noted the increase in the management fees, which she said is less than the increase in the cost of living. D. Berg said he feels management has done a good job and noted that this is the first increase in fees since the Coventry Housing Authority took over property management.

C. D'Agata made a motion to accept the FY 2023-2024 budget as presented, with a change of date in the heading. The motion was seconded by W. Bunnell. The motion passed unanimously.

D. Berg also suggested the budget show how the debt service ratio was determined.

There was a brief discussion with C. D'Agata about reappointing her to the board because her current term is ending. Her new term will be effective August 1, 2023. D. Berg said he will send a recommendation for her reappointment to the Board of Selectmen.

There was more discussion about Arthur Blaskey joining the board concerning whether he might fill former member Laurel Millix's vacancy. D. Berg said he will recommend A. Blaskey be appointed to a 5-year term, versus filling J. Moskus's term which was to expire on August 1, 2025.

D. Berg said he signed the Clean Energy Group contract on behalf of Button Hill Senior Housing that allows American Microgrid Solutions to begin the Button Hill analysis of PV and energy storage for the individual apartments, which was approved at the last meeting.

5. Correspondence

D. Berg said he had communication with the Clean Energy Group staff about American Microgrid Solutions refusing to provide additional information, because they considered the CEG-funded study project closed. After CEG contacted AMS, they agreed to answer additional questions about the study's findings.

He also reported that the federal government had sent correspondence asking for completion of a survey of local governments, but that the survey had been completed and it was determined they received it, so that information was corrected.

He also received an insurance document from Whitewater.

6. Approval of Minutes

W. Bunnell made a motion to approve the minutes of the May 15 meeting, which was seconded by C. D'Agata and passed unanimously.

7. Housing Authority Treasurer's Report

C. D'Agata reported that two payroll checks of \$69.97 each were issued for secretarial services on May 4, 2023 and June 1, 2023, leaving a balance of \$3,354.66.

8. Motion to Adjourn – W. Bunnell made a motion to adjourn at 4:45 p.m., seconded by C. D'Agata. 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