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Willington Housing Authority
REGULAR MEETING

Monday October 16, 2023 – 4 p.m. (in person meeting)

Location: Willington Senior Center, 20 Senior Way, Willington, CT 06279

Present – Chairman Don Berg; Vice Chairman William Bunnell; Secretary/Treasurer Claudia D’Agata, Tenant Commissioner Arthur Blaskey; 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 4:03 p.m.

2. Present to speak – opportunity for members of the public to speak. No 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 said she is still working on replacing one hot water heater, as well as addressing some air-conditioning problems, and an apparent malfunction of a ceiling fan in one unit..

She also said she contacted Integrated Technical Systems (ITS) for an updated quote.

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 discussion of the report.

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.* – There was brief discussion. L. Bradley noted that there currently is \$112,000 in reserves.

D. Chairman's Report – **Update Board on Call for Aid RFP status**

D. Berg said he made changes to the RFP and forwarded the revised document to L. Bradley to review.

L. Bradley said she is going to talk to the new fire marshal to make sure that if the board decides to go with a radio mesh system, it will be in compliance with codes. She also reported that one of the original bidders withdrew his proposal and another’s bid was \$10,000 higher than our grant. She said one bid apparently calls for 8 communication lines, but that isn’t necessary at Button Hill. She said that at the Coventry senior housing complex, they use one hardwire landline and one internet line.

She also said one bidder was concerned about meeting the install deadline stated in the RFP. D. Berg noted that the RFP states that if the company cannot meet the install deadline, they can consult with the Housing Authority.

L. Bradley also said that it's important that the ARPA funding (\$56,000) for this project is expended in a timely fashion, especially if the Housing Authority anticipates approaching ARPA again to fund other projects.

4. New Business – No new business.

5. Correspondence – D. Berg said he asked the Town of Willington for reimbursement of the \$900 fee for the mandatory commissioners training recently attended by Housing Authority members, and the Town issued a check dated Oct. 2, 2023. He added that the mileage reimbursement for members who drove to the training will be paid from the Button Hill operating budget.

D. Berg also said he received a call from Mark Makuch, who has been contracted to write the fiscal report for Button Hill Senior Housing. L. Bradley said M. Makuch emailed her with questions and she sent him the requested paperwork.

6. Approval of Minutes – September 18, 2023

D. Berg asked that "fuel" be replaced with "engine oil" on line 46 so that it reads, "He added that these generators also hold 5 quarts of engine oil, versus a typical home generator that usually holds 2 quarts."

He also asked that on line 34-35 "one generator" be replaced with "two generators": one will provide heat and power for a single light bulb for units 10 and 12 and a second will provide the same for units 14 and 16. (Replaces "One generator would provide energy for heat and one light for buildings 10, 12, 14, and 16.")**

W. Bunnell moved to approve the minutes as corrected. C. D'Agata seconded the motion. The motion passed unanimously.

**[Note, further explanation: One generator will provide heat, hot water and power to the utility room. It will also power a single light bulb in the living area of each apartment.]

7. Housing Authority Treasurer's Report – C. D'Agata made the following report:

Per the Town of Willington financial office Fiscal Year 2023-2024 Housing Authority report dated 9/30/2023, a payroll check was issued on 09/07/23 for \$65 plus deduction for Medicare of \$0.94 and Social Security of \$4.03 totaling \$69.97, deducted from the Housing Authority account.

The original budget amount for Fiscal Year 2023-2024 was \$2,033.66. After carrying over the Fiscal Year 2022-2023 budget of \$2,182, the amended 2023-2024 budget is now \$4,215.66.

8. Motion to Adjourn – C. D'Agata made a motion to adjourn at 4:43 p.m. A. Blaskey 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

TOWN OF WILLINGTON, CT
Received for record October 23 2023
At 9:04 AM *[Signature]*
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