

MINUTES
Willington Housing Authority

Monday, March 21, 2022 – 4 p.m. Regular Meeting
Willington Senior Center, 20 Senior Way, Willington, CT 06279

Present – Chairman Don Berg, Treasurer Claudia D’Agata, Member Jack Moskus, Member William Bunnell, 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 4:05 p.m.

2. Present to speak – Opportunity for members of the public to speak.

Jennie Arpin, the town’s Director of Human Services, said she wanted to make Housing Authority members aware of the availability of COVID relief funds coming to the Town, anticipated to total about \$1.7 million, and explained that the Town has created a committee to screen applications for project funding.

She said the funds are from the federal American Rescue Plan and the general purpose of the funding is to enhance the town’s response to public health needs. She said that if the Housing Authority is interested, they can complete an online application.

There was discussion by the members about the need for an emergency alert system at Button Hill (i.e. in the event a resident falls or has another medical emergency). There also was discussion about the need for a generator to power the heating systems and sewage pump in the event of an emergency. L. Bradley said she will look at the application and see what information is needed.

3. Old Business – Senior Housing “Button Hill”

A. Director’s Report

Copies of the Director’s Report were emailed to members prior to the meeting.

L. Bradley reported on water damage resulting from the resident’s actions in one unit. She said she hired a contractor to replace the sheetrock and insulation of the affected area, and will look to see if insulation was installed on exposed piping.

She added that she also spoke with the company that provided rugs for the units and she was advised to have maintenance pull back the rug, check the padding and use fans to dry the area. She said that, fortunately, the rug and padding dried quickly and only a small section of the padding needed to be replaced. The carpeting also will need to be re-stretched.

L. Bradley gave an update on discussions with the Federal Home Loan Bank of Boston about the tier of rents charged at Button Hill. She said that she had initially provided information as of December 31, 2021 as requested by the FHLBB and the current issue is the result of their not using the most current data to determine whether the project is in compliance with their requirements. She said there have been changes in residents’ income and in rent designations since December 31, 2021.

L. Bradley said she has updated the report, with annotations, explaining that at the time of initial rent up, there were a large number of new residents who came in at the lower rent tier. However, as residents have moved out, those vacant units have been adjusted to higher rent tiers. At the same time, in the cases where a resident has lost his/her spouse, those units were adjusted to lower rent tiers because of the loss of the spouse’s income.

She added that the project is currently in compliance with Department of Housing requirements, and with the updated documentation, she believes the project is in compliance with FHLBB. She said the FHLBB appears to

not fully understand the nature of the Button Hill senior housing program; for example, that Button Hill has no subsidies. She suggested waiting for a response from the FHLBB once it has reviewed the updated report before discussing any other action.

She said she will send D. Berg an electronic copy of the updated report.

B. Expenditures

Copies of the Expenditures Report were emailed to members prior to the meeting.

C. Button Hill Treasurer's Report

Copies of the Treasurer's Report were emailed to members prior to the meeting.

D. Berg asked for an explanation of an item titled Sales and Services to Tenants. L. Bradley said that's the cost of cable/internet service under the bulk contract.

D. Berg asked why the line for electric service is blank for January. S. Boisvert said that because of the way the bills arrive, sometimes two months are paid at the same time. For example, she said the bill they received in February isn't due until April, but that these are bills are just paid when they're received.

D. Chairman's Report

Update on Federal Home Loan Bank of Boston report. (See discussion under Director's Report.)

Discuss water damage that occurred in Building 12. (See discussion under Director's Report.)

4. New Business – None

5. Correspondence – D. Berg said he received an email from The Rabbett Insurance Agency regarding reviewing the Philadelphia Insurance Company's Directors and Officers (D&O) insurance coverage. L. Bradley asked him to forward a copy of that email to her.

6. Approval of Minutes –

C. D'Agata moved to accept the minutes of February 28, 2022 as written, The motion was seconded by W. Bunnell. There was no discussion. The motion passed unanimously.

7. Housing Authority Treasurer's Report – C. D'Agata reported that the January balance was \$3,683.15. After deducting payroll for \$69.97, the new balance is \$3,613.18.

8. Motion to Adjourn – J. Moskus moved to adjourn at 4:42 p.m. C. D'Agata seconded the motion. There was no discussion. 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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