

Minutes
Willington Housing Authority

Monday, August 21, 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; 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 4:11 p.m.

2. Present to speak – opportunity for members of the public to speak. - No members of the 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 gave an overview of her report and said she has verified that one of the hot water heaters, discussed at prior meetings, is covered by warranty and she expects the new one to be installed next week. She added that the other heater may also be covered.

L. Bradley said she met with an attorney regarding serving a KAPPA notice (also known as a pre-termination notification) to two tenants. The notice gives the tenants 15 days to come into compliance with their lease or the lease will be terminated.. She described a number of violations that lead to serving the notices.

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

C. Button Hill Treasurer's Report – L. Bradley said the report was temporarily not available, due to software issues.

D. Chairman's Report

Update on Call for Aid RFP status-Dissemination of RFP to Contractors.

Copies of the RFP were included in the meeting packet sent to board members.* L. Bradley also reported on the potential bidders she has contacted with information about the RFP.

Discussion and vote on FY 2023-2024 snow plowing contract

D. Berg reported there were two bids, Randy's Trucking and JJ's Site Work LLC. He distributed copies of the bids describing what work would be done and the total cost.

There was discussion about making sure the approved contract covers sanding and salting of walkways and stairs, and when that work would be done during or after a storm.

W. Bunnell made the following motion, which was seconded by A. Blaskey:

That the Willington Housing Authority accept the proposal submitted by JJ Siteworks for snow removal for the 2023-24 snowplowing season.

The motion passed unanimously.

4. New Business

D. Berg discussed the need to provide a financial report to Centreville Bank, in accordance with the mortgage requirements. He said he received an engagement letter from Mark Makuch. His fee is \$95 per hour, and that M. Makuch estimates the final bill will be approximately \$2,000, or a maximum of \$2,250.

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

That the Willington Housing Authority accept the engagement letter from Mark Makuch for the performance of financial services for the Housing Authority, in order to provide the financial report for Centerville Bank, and authorize Chairman Don Berg to sign the letter as the responsible party.

The motion passed unanimously.

D. Berg said that the generator consultant is expected to attend the Housing Authority's September meeting.

There was discussion about required certification for members of housing authorities, and the need for Willington Housing Authority members to attend a mandated, one-day class presented by CONN NAHRO on Sunday, Aug. 27, 2023.

5. Correspondence

D. Berg said he received a letter from Clara at Centreville Bank in response to his update.

6. Approval of Minutes

C. D'Agata made a motion, seconded by W. Bunnell, to accept the July 17, 2023 Annual Meeting minutes as presented. The motion passed unanimously.

7. Housing Authority Treasurer's Report

C. D'Agata presented the report and noted a payroll check for \$69.97 was deducted on July 27, 2023 (for recording secretary services).

8. Motion to Adjourn – W. Bunnell made a motion to adjourn at 4:55 p.m. The motion was seconded by A. Blaskey and passed unanimously.

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99 *Respectfully submitted by Recording Secretary Brenda Sullivan. Please note that minutes are posted prior to*
100 *being officially approved – changes/corrections are normally indicated in the subsequent month's meeting*
101 *minutes.*
102 **(For copies of documents mentioned in the minutes, please call management at 860-498-0268.)*

Brenda Sullivan

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[Signature]
TOWN CLERK