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Willington Housing Authority

Monday, December 19, 2022 – 4 p.m. Regular Meeting (in person)
Willington Senior Center, 20 Senior Way, Willington, CT 06279

Present: Chairman Don Berg; Vice Chairman William Bunnell; Treasurer Claudia D'Agata; Tenant Commissioner Jack Moskus; Executive Director Laurie Bradley (property management); Resident Services Coordinator/Assistant Director Sharon Boisvert (property management); Recording Secretary Brenda Sullivan (by phone).

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.

Zafir Hussein joined the meeting by phone. He said he didn't wish to address the board, just to listen to the meeting, as part of an effort to learn more about the local government. L. Bradley said the Housing Authority is a sub-governmental agency of the town, that reports to the Department of Housing, and funders (such as the Federal Home Loan Bank of Boston) and not the Town of Willington.

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 update on inspection of the sprinklers in the units, as well as a summary of repairs and maintenance work over the past few weeks. She also distributed information about a storage shed to be located in a portion of the parking lot. She recommended a style and size of shed similar to the one used by the Coventry Housing Authority for storing such things as refrigerators and stoves. She said the shed is currently available from Home Depot for \$3,099 and that Home Depot would do the installation. She noted that locating the shed in the parking area eliminates the need for any grading or other work to create a level surface.

L. Bradley also said containers of salt/sand will be put outside, with scoops, for residents to refill their sand shakers.

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

L. Bradley noted that Willimantic Waste Co. was purchased by the Casella company, so the new name in the expense report isn't a new service provider.

D. Berg also shared that M. Makuch's final bill for preparing the Button Hill financial report reflects a \$100 discount, for a final total of \$1,900.

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.

D. Berg said he spoke with a representative at Centreville Bank, Clara Angelos, who is reviewing whether the remaining development funds can be released. L. Bradley said transferring those funds to reserves would mean a better interest rate.

D. Chairman's Report

D. Berg recalled that at the last meeting, W. Bunnell had concerns with the bill related to the Blake invoice for work on combustion analyzers. He said that the way the invoice was formatted on the page made it look like the line item that looked like the combustion analyzers was actually for labor.

D. Berg also recommended the board adopt a purchasing policy at a future meeting. L. Bradley said she would provide some examples of standard purchasing policies that the board might want to use as a template

D. Berg asked L. Bradley if she would approve including in future minutes a phone number for the management office that could be used by members of the public who wish to request copies of the documents discussed at meeting. L. Bradley said she approved.

There was further discussion about the storage shed previously mentioned by L. Bradley. She said the shed would be used to store items and materials currently in the utility room so that there would be room to install solar batteries in the utility room. She said this is preferable to having the batteries in a shed because the temperature of the utility room can be controlled.

D. Berg said he spoke with someone in the zoning office and the board will have to obtain a zoning permit for the location of the shed.

W. Bunnell made a motion to authorize management to purchase and install the Home Depot storage shed presented to the board by L. Bradley, that is currently priced at \$3,099. J. Moskus seconded the motion. The motion passed unanimously.

W. Bunnell asked if the shed might need to be installed on a platform to protect it from water. L. Bradley said she will speak with the maintenance supervisor and Home Depot.

4. New Business –

2023 Meeting Dates

There was brief discussion about the proposed 2023 Willington Housing Meeting dates. L. Bradley asked that the July 17, 2023 regular meeting be noticed as the board's Annual Meeting, during which officers are appointed. There were no other comments on the meeting dates.

C. D'Agata made a motion to approve the list of meeting dates presented by D. Berg. W. Bunnell seconded the motion. The motion passed unanimously.

D. Berg said he will submit the dates to the Town Clerk after redesignating the July 17 meeting.

The approved meeting dates are as follows:

<u>Date</u>	<u>Day</u>	<u>Reason</u>	<u>Time</u>	<u>Notes:</u>
1/23/2023	Monday	Regular Meeting	4:00 PM	16th is MLK day
2/27/2023	Monday	Regular Meeting	4:00 PM	20th is Presidents' Day
3/20/2023	Monday	Regular Meeting	4:00 PM	
4/17/2023	Monday	Regular Meeting	4:00 PM	
5/15/2023	Monday	Regular Meeting	4:00 PM	
6/26/2023	Monday	Regular Meeting	4:00 PM	19th is Juneteenth
7/17/2023	Monday	ANNUAL MEETING	4:00 PM	
8/21/2023	Monday	Regular Meeting	4:00 PM	

9/18/2023	Monday	Regular Meeting	4:00 PM
10/16/2023	Monday	Regular Meeting	4:00 PM
11/20/2023	Monday	Regular Meeting	4:00 PM
12/18/2023	Monday	Regular Meeting	4:00 PM

In other business, C. D'Agata said she was told some residents with mobility issues are struggling with moving their cars when the parking areas need to be plowed. There was discussion about possible ways to help these residents, but L. Bradley said asking the plowing contractor to help with moving cars is not an option, especially when it comes to liability issues. J. Moskus said he is happy to help when he can.

5. Correspondence –

L. Bradley said she received a renewal invoice from the Hanover Insurance group for the crime insurance policy covering the actions of the management company. She said the one-year renewal takes effect on Jan. 15, 2023. D. Berg said he also received copies of the financial report from M. Makuch. And he said he received communications from Eversource concerning the switch to Constellation as the energy provider for the Button Hill complex. He added that he also completed the annual Button Hill Senior Housing update requested by the Federal Home Loan Bank of Boston.

6. Approval of Minutes

C. D'Agata made a motion to approve the November 21, 2022 minutes as written. J. Moskus seconded the motion. There was no discussion. The motion passed unanimously.

7. Housing Authority Treasurer's Report

C. D'Agata said she hadn't received the necessary information from the Town as of this meeting and so, did not have a Treasurer's Report.

8. Motion to Adjourn

C. D'Agata made a motion to adjourn. W. Bunnell seconded the motion. The motion passed unanimously. The meeting adjourned at 4:44 p.m.

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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WILLINGTON, CT.

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Kenneth
TOWN CLERK