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2 **MINUTES**

3 Willington Housing Authority

4 Monday, September 21, 2020 – 4 p.m.

5 Willington, CT

6 Via conference call, in accordance with

7 the Governor's executive Order 7B (issued March 23, 2020)

8
9 **Present** – Chairman Don Berg, Treasurer Claudia D'Agata, Member William Bunnell, Member Jack
10 Moskus, Coventry Housing Authority Executive Director Laurie Bradley, Coventry Housing Authority
11 Assistant Director Sharon Boisvert and Recording Secretary Brenda Sullivan.

12
13 **1. Call to order** – D. Berg called the meeting to order at 4:02 p.m.

14
15 **2. Present to speak** – No members of the public present.

16
17 **3. Old Business** – Button Hill Senior Housing

18
19 **CEILING FANS**

20 There was continued discussion about how to handle requests from residents for ceiling fans. D. Berg
21 said he received a quote of \$9,400 to install fans in 22 units (two units had fans installed previously).
22 He said the cost for fans, in this quote, would be \$6,500; the remainder is the cost of installation. He
23 compared this with the cost of buying fans – the same type that have already been installed – from
24 Home Depot, which are \$100 per fan. He said he feels that fans only need to be installed in the lower-
25 level units, and only in the living rooms, at this time because residents in the upper-level units can open
26 windows for cross ventilation.

27
28 C. D'Agata asked if only a few residents have requested ceiling fans. D. Berg said more residents
29 might request them, if they knew they were available.

30
31 L. Bradley said that it would be much less expensive if her maintenance staff installed the fans, and
32 suggested buying them on a case-by-case basis instead of in bulk, and to make sure all units have the
33 same style of fan. C. D'Agata said she feels that if the fans are installed on a case-by-case basis, then J.
34 Moskus's apartment should have one now, because he has made that request.

35
36 L. Bradley noted that installing fans as they are requested wouldn't require a motion by the Housing
37 Authority. She said the cutoff point, in terms of management's authority to make purchases for the
38 apartments, is \$2,000 – beyond that would require permission from the Housing Authority, but that
39 management would be responsible for collecting bids. D. Berg suggested that management might
40 provide residents with information that these kinds of requests should be submitted to management,
41 versus asking the Willington Housing Authority.

42
43 **DESIGNATION AS EXECUTIVE DIRECTOR**

44 There was discussion about approving the title of Executive Director for L. Bradley as property
45 manager. L. Bradley said this is common practice for Housing Authorities. She said this designation
46 would allow her to sign routine contracts on behalf of the Willington Housing Authority, and that the
47 WHA could, at its discretion, also permit the Executive Director to sign larger contracts. She said the
48 Executive Director makes day-to-day decisions for the project that are not "life changing," such as

49 installing ceiling fans. On the other hand, something like having the fire company install new alarms
50 would require WHA approval.

51
52 C. D'Agata said she supported the designation because it would shift some of the tasks D. Berg has
53 taken responsibility for to the Executive Director. D. Berg said he also felt the designation would
54 facilitate the management process and doesn't seem to confer too much power on property
55 management. W. Bunnell asked if, as Executive Director, L. Bradley would still report to the WHA.
56 She responded, "absolutely, yes."

57
58 D. Berg made the following motion:

59
60 *"The Housing Authority authorizes the official title of Executive Director for Laurie Bradley."*

61
62 C. D'Agata seconded the motion.

63
64 There was further discussion. L. Bradley said as the Executive Director, she will always work in
65 the best interests of the Housing Authority she serves. She also noted that unlike the Willington
66 Housing Authority's experience with the ACCESS Agency, Coventry's bills will not change from
67 month-to-month.

68
69 J. Moskus asked if this arrangement applies to only Button Hill senior housing and not
70 Willington Woods. D. Berg responded that yes, the contract with Coventry is only for Button Hill
71 senior housing and that the ACCESS Agency is still property manager for Willington Woods. B.
72 Sullivan noted Willington Woods has its own board of directors. D. Berg added that the project
73 also has funding sources that are different from Button Hill's.

74
75 A vote was taken on the motion to authorize the title of Executive Director for L. Bradley. The
76 motion passed unanimously.

77
78 D. Berg asked L. Bradley to take over the process of responding to residents' requests for ceiling fans,
79 and reiterated that the fans should only be installed in the living room and not in bedrooms. He noted
80 all units have appropriate boxes for the fans, and said he will give L. Bradley his information on the
81 type of fan that has already been installed.

82
83 SNOW REMOVAL CONTRACT

84 L. Bradley said she believes the Housing Authority should continue to contract with Randy Palco
85 because it's late in the year, which could make it difficult to find another suitable contractor now. She
86 said she will talk to R. Palco about a one-year contract. She said management will plan to visit the site
87 once there's been snowfall to get an idea of what kind of service the contractor provides. She asked if
88 he plows the site more than once. D. Berg said he normally does, if necessary, and that he is located
89 locally.

90
91 There was discussion about residents moving their vehicles when the snowplow arrives. J. Moskus said
92 the residents are cooperative and in the past, things have run smoothly.

93
94 There was discussion about salting/sanding Senior Way and the loop road around Button Hill, which D.
95 Berg said the town considers a driveway and not a road. D. Berg said it's his understanding that R.
96 Palco pays the town to do the salting/sanding of the loop road. L. Bradley said she would schedule a
97 meeting with the town's Public Works department to discuss the possibility of a cooperative agreement

with the Town. She said this seems to be a reasonable request since the Button Hill project pays taxes to the Town.

TENANT REQUESTS TO TRANSFER

D. Berg suggested saving this topic for a future meeting since it would likely involve lengthy discussion. B. Sullivan, who is compiling a Record of Motions from previous meetings, said she can aggregate the various motions related to this specific topic so L. Bradley can see what pieces of the overall policy the WHA previously authorized. D. Berg asked B. Sullivan to keep track of the time spent on this task and discuss payment with him when it is complete.

DEAD TREES

There was discussion about replacing three trees on the lower level that have died. L. Bradley suggested Pete contact D. Berg when he plans to be onsite and D. Berg can point out where the trees are located, unless Pete sees this for himself. D. Berg also suggested L. Bradley talk with W. Bunnell about his contacts when purchasing replacement trees.

OTHER BUSINESS

D. Berg said he plans to write thank-you letters to the other entities that provided proposals for the property management contract and that he'd email copies to WHA members.

4. New Business

ADJUSTING RENTS

There was discussion about what procedures exist to respond to residents whose economic circumstances have been affected by the pandemic. L. Bradley said the current lease addresses such issues. She said Article 15 of the lease states that if there is a "change in income" – such as household composition and/or change in income – before a resident's next normal recertification, management must recertify the resident, but only after they have provided the required documentation.

L. Bradley said she spoke with Richard Gold [onsite property manager for the ACCESS Agency, before the new contract with Coventry] and he said that in the case of the resident who lost her husband, they did reach out to her to get information, but it wasn't received until the end of August. L. Bradley said she will look through the residents' files for any timestamped documentation to determine when it was received. D. Berg suggested that depending on what L. Bradley finds, rent might be adjusted retroactively. L. Bradley said she is still waiting for sign-in information for RealPages.

REQUEST FOR STORAGE SHED

D. Berg reported that he was approached by a resident asking if it would be possible for the Housing Authority to buy and install a storage shed where he could house two motorbikes for the winter. C. D'Agata said she believes this would be opening a can of worms, because many residents might want to use a shed. L. Bradley said it would also pose a liability risk to store any hazardous materials, such as gasoline, in an enclosed shed.

She also said that because the Coventry Housing Authority owns the property, it does allow residents to buy their own sheds with prior approval and in a location designated by the CHA, but they are not allowed to store hazardous materials.

147 MEMORANDUM OF UNDERSTANDING

148 D. Berg noted that the Memorandum of Understanding with Coventry is for one year, versus 11 months.
149 L. Bradley said she can print copies of the final MOU and mail them to board members. D. Berg asked
150 members to email their mailing addresses to L. Bradley.

152 FINANCIAL REPORT

153 D. Berg said L. Bradley provided an updated financial report. L. Bradley said the report includes
154 figures from ACCESS for July and August, but she is still trying to determine why ACCESS was paid
155 twice – once on August 21 and again on August 31, 2020. She said she also will ask ACCESS for
156 missing invoices for May and June. D. Berg said he also requested documentation from ACCESS last
157 week, and will forward a copy of the email to L. Bradley.

158 RENT DROP BOXES

160 In response to a question from J. Moskus, L. Bradley said locked, weather-resistant rent deposit boxes
161 have been ordered and one will be stalled at each of the two mailbox areas. She said they should be
162 installed by or before October 3.

164 **5. Correspondence**

166 D. Berg said there was correspondence from the fire alarm management company about bills for June,
167 July and August not being paid. He said L. Bradley has now paid the company for service through
168 October 31, 2020 and a contract through April 2021 has been completed. He said they now also have
169 contact information for the new property managers. D. Berg said he also received bills from the
170 Housing Authority's attorneys and he noted that Atty. Jay Lawlor had given the WHA a break in his
171 billing hours. He said he sent a thank-you note to Atty. Lawlor.

173 **6. Approval of Minutes**

175 *C. D'Agata made a motion to accept the minutes of the August 27, 2020 meeting as written. D. Berg*
176 *seconded the motion. The motion passed unanimously.*

178 B. Sullivan said she will determine which minutes had the error in the date and had been tabled at a
179 previous meeting, so they can be approved at a future meeting.

181 **7. Treasurer's Report**

183 C. D'Agata said she is still waiting for information from the Town for the July and August Treasurer's
184 Reports, and she will follow up on getting that information.

185 **8. Adjourn**

187 *D. Berg made a motion to adjourn at 5:21 p.m. C. D'Agata seconded the motion. Motion passed*
188 *unanimously.*

190 *Respectfully submitted by Recording Secretary Brenda Sullivan. Please note that minutes are posted prior to*
191 *being officially approved – changes/corrections are normally indicated in the subsequent month's meeting*
192 *minutes.*

194

Brenda Sullivan

TOWN OF WILLINGTON, CT

Received for record September 25, 2020

At 1:33 pm *[Signature]*

TC