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3                                   **- Special Meeting -**  
4                                   **MINUTES**

5                                   Willington Housing Authority  
6                                   Thursday, August 27, 2020 – 4 p.m.  
7                                   Willington, CT

8   **PRESENT:** (Meeting held via conference call noticed and open to the public.) Chairman Don Berg,  
9   Treasurer Claudia D'Agata, Member William Bunnell, Member Jack Moskus, Coventry Housing  
10   Authority Executive Director Laurie Bradley, Atty. Jay Lawlor, Recording Secretary Brenda Sullivan.  
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12   **1. Call to Order:** 4:02 p.m.  
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14   **2. Present to Speak** – Meeting was made accessible to the public. However, no members of the public  
15   participated in the meeting.  
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17   **3. Old Business** – Button Hill Senior Housing  
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19   **CEILING FANS**  
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21   There was brief discussion about J. Moskus's request to install a ceiling fan in his apartment, because  
22   he believes it would be more efficient in terms of air conditioning and heating, by circulating the air. D.  
23   Berg explained that the board has been discussing whether to install a ceiling fan in all of the units and  
24   asked if J. Moskus wants to wait until the board makes a decision or if he wants to go ahead as he  
25   suggested and buy and install a fan. Asked for her input, L. Bradley said the CHA's usual practice is to  
26   provide the same items in all apartments and make sure they are uniform in style. D. Berg said he will  
27   talk further with J. Moskus.  
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29   **MEMORANDUM OF UNDERSTANDING/COVENTRY HOUSING AUTHORITY**  
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31   There was discussion about making some changes to the Memorandum of Understanding (MOU) with  
32   the Coventry Housing Authority – as Button Hill Senior Housing property manager – in the section  
33   related to insurance coverage. D. Berg called Atty. Jay Lawlor to join the meeting for this discussion.  
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35   D. Berg said he emailed copies of an updated MOU to members.  
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37   D. Berg asked for guidance concerning Errors & Omissions insurance and employment liability  
38   insurance. He said the E&O coverage might be included as part of the Directors & Officers (D&O)  
39   insurance policy. J. Lawlor said it would be best to defer to recommendations by the board's insurance  
40   agent.  
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42   L. Bradley noted that she's been advised that no Housing Authority carries E&O insurance. She said  
43   that she believes there is more than ample coverage with a fidelity bond, and said that the WHA will be  
44   listed under the CHA's commercial liability coverage. She said the CHA will carry its own D&O  
45   insurance and the WHA will carry its own D&O insurance.  
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47   W. Bunnell said he believes there's probably more than sufficient coverage so that it would be safe to  
48   remove the E&O insurance requirement from the MOU.  
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There was further discussion, including a question about automobile insurance. L Bradley said the WHA would not be listed on their auto policy as an additional insured because the WHA doesn't own the CHA vehicles.

D. Berg then made the following motion to make changes to the MOU:

**To modify Article 5 of the Memorandum of Understanding (MOU) to include the words "except as noted below" in the first paragraph; and in the second paragraph, Item 1, to change liability insurance from \$3 million to "a limit of not less than \$3,500,000," and the Coventry Housing Authority (CHA) shall name the Willington Housing Authority (WHA) as additional insured. And to delete Item 3, non-occupational disability insurance. Item 4 becomes Item 3. Item 5 becomes Item 4. And original Item 6, Errors & Omissions insurance coverage is deleted. And add new Item 5, "Each of the above policies shall name WHA as additional insured, and WHA will add CHA as additional insured on their policies, to the extent it is reasonably possible.**

C. D'Agata seconded the motion. There was no further discussion. The motion passed unanimously.

Atty. J. Lawlor left the meeting at 4:24 p.m.

**4. New Business** – None.

**5. Possible Executive Session to discuss contract** – The board did not enter into Executive Session.

**6. Approval of minutes** – No minutes were presented.

**7. Adjourn** – D. Berg moved to adjourn. C. D'Agata seconded the motion. There was no discussion. Motion passed unanimously. The meeting adjourned at 4:38 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.*

