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Willington Housing Authority  
Willington, CT

Via a conference call in accordance with the Governor's executive Order 7B (March 23, 2020)

**1. Call to Order** – The meeting was called to order by Chairman D. Berg at 1:35 p.m.

C. D'Agata made a motion: **That the Board approve and provide a signed document for Access requesting an August extension to the existing management contract.** W. Bunnell seconded the motion, there was no discussion, all members were in favor of the motion, and the Board voted unanimously to extend the existing Button Hill management contract through August.

**C. D'Agata made the following motion: To have the Board move into Executive Sessions to discuss the Button Hill management contract proposals.** W. Bunnell seconded the motion. D. Berg discussed how counsel would not be available during this Executive Sessions. The Board unanimously voted to discuss the Button Hill management contract proposal in Executive Sessions and entered Executive Sessions at 1:43 pm.

The Board discussed the contract proposals in Executive Sessions.

At 2:11 p.m. D. Berg made the following Motion: **To close the discussions in Executive Sessions and returned to the special meeting.** Member W. Bunnell seconded the motion, there was no discussion, and the vote was unanimous to close Executive Sessions and return to the public portion of the Special Meeting.

D. Berg noted that, based on consultation with our counsel, our management-services bid process was sound, proper and satisfactory and was in accordance with “small purchase procedures” (i.e. for contracts less than \$100,000). D. Berg also noted that there were four management proposals submitted and reviewed and all were considered by the Board to be final offers (including Access’ original proposed contract to manage Button Hill for FY 2020-2021). The Board determined that The Coventry Housing Authority was qualified and capable and provided the lowest cost management solution in the interest of Button Hill Senior Housing.

D. Berg noted that Access asked if they could resubmit a lower bid. That said, the revised (lower) bid that D. Berg received from Access would not have changed the cost-rankings of the bids reviewed, nor the choice of new management selected by the Board.

D. Berg also updated and advised the Board that our counsel, after further discussions, considerations and clarifications (including input from the Office of Policy and Management (OPM) of the Department of Housing (DOH) about some other local housing authorities that perform similar services for other housing authorities), determined that Coventry Housing Authority was able to provide management services to the Willington Housing Authority without a requirement to form an Affiliate or similar relationship in order to provide said services.

D. Berg noted that Coventry Housing Authority has provided a draft memorandum of understanding (MOU) for review by the WHA Board and our counsel, to provide management services to Button Hill Senior Housing (BHS) documenting their managerial relationship and responsibilities. That MOU is under review.

The D. Berg made the following motion: **To take a vote to authorize the Willington Housing Authority to hire the Coventry Housing Authority to manage Button Hill senior housing beginning as soon as practicable. This approval is dependent upon review and approval of the management agreement (Memorandum of Understanding or MOU) by our Board and counsel and requires the signed approval of the MOU by both Willington Housing Authority and the Coventry Housing Authority.** W. Bunnell seconded, there was no discussion, the approval was unanimous.

The Board agreed D. Berg should respond to Access to pursue and select a best third-party electricity supplier of electrical generation that would cost less than Eversource supplied generation (6.63 versus 7.38 cents per kWh).

D. Berg discussed how several dying or dead trees, located in the yards of the lower level apartments, will likely be replaced in the fall. He also requested that Willington Pest Control treat for Cicadia killer wasps. That treatment appears to have reduced the population of those wasps considerably.

## **7. Review and approval of 7/14/2020 and 7/20/2020 minutes.**

C. D'Agata made a motion- **To accept the minutes of the 7/14/2020 special meeting and 7/20/2020 minutes of the regular meeting,** W. Bunnell seconded, there was no discussion, the approval was unanimous.

**8. Adjourn** – The vote to adjourn was unanimous. The meeting adjourned at 2:19 pm.

*Respectfully submitted by,*



Don Berg, Chairman

*Please note that minutes are posted prior to being officially approved – changes/corrections are normally indicated in the subsequent month's meeting minutes.*