

1
2 **MINUTES**

3 Willington Housing Authority
4 Monday, October 19, 2020 4 p.m.
5 Willington, CT

6 Via Zoom meeting, in accordance with
7 the Governor's Executive Order 7B (issued March 23, 2020)
8

9 **Present – Present** – Chairman Don Berg, Treasurer Claudia D'Agata, Member William Bunnell,
10 Member Jack Moskus, Representing Property Management - Coventry Housing Authority Executive
11 Director Laurie Bradley and Coventry Housing Authority Assistant Director Sharon Boisvert, and
12 Recording Secretary Brenda Sullivan.
13

14 **1. Call to order** – D. Berg called the meeting to order at 4:03 p.m.
15

16 **2. Present to speak** – No members of the public joined the Zoom meeting.
17

18 **3. Old Business** – Button Hill Senior Housing
19

20 **A. DIRECTOR'S REPORT**
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22 L. Bradley said she had emailed her Director's Report to all members and asked if anyone had any
23 questions.
24

25 D. Berg said he looked at the report briefly but hadn't had a chance to look at the maintenance section.
26 He also suggested that discussion about making changes to policy regarding a tenant's request to
27 transfer to a different apartment be postponed to a future meeting.
28

29 There were no other questions or comments on the Director's Report.
30

31 **B. EXPENDITURES**
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33 L. Bradley said the Expenditures Report also was emailed to WHA members.
34

35 There was discussion about heating issues in Building 12. D. Berg asked who was being used for the
36 heating contractor going forward. L. Bradley said that will depend on the type of problem, and would
37 be decided by Pete Kasacek, Maintenance Supervisor. She noted that when Yankee Oil was called last
38 year, the problem was not resolved, so P. Kasacek called Perfect Temp and the problem seems to have
39 been fixed. D. Berg said the issue was related to a sensor that verifies whether there's proper exhaust
40 pressures and the device that reads the exhaust was providing the wrong readings to the computer, so
41 the device was adjusted to be within operational parameters.
42

43 There was brief discussion about the Tolland County Mutual Aid contract being extended through April
44 30, 2021. L. Bradley said the contract was signed, paid in full and sent.
45

46 There was discussion about the Willington Housing Authority paying taxes to the town, through Button
47 Hill's mortgage. L. Bradley said it is unusual for a Housing Authority to pay town taxes, that it is more
48 common to have a cooperation agreement with the town. D. Berg said this was set up by Putnam Bank.
49 She asked if there are documents she can review before talking to town officials about this expenditure.

50 C. D'Agata said there was a lot of negotiation to reach the current tax agreement with the Town. D.
51 Berg said the project's consultant (D. Berto) worked out the tax-break arrangement with the Town as
52 part of fulfilling a requirement in the funding applications that called for Town support.
53

54 There was discussion about the snow removal/sanding contract. D. Berg said he'd been told
55 sanding/salting was subcontracted. L. Bradley said she is still negotiating with Randy Palko about the
56 plowing contract. She noted that the Coventry Housing Authority doesn't plow if there's very little
57 snow, such as just an inch.
58

59 D. Berg said (former property management) ACCESS had budgeted \$13,500 based on fiscal year 2018-
60 2019. L. Bradley said the actual expenditure was closer to \$15,000.
61

62 D. Berg asked how often Vermont Insurance Group is paid. L. Bradley said monthly, until the bill is
63 settled, which is about \$8,000.
64

65 C. BUTTON HILL TREASURER'S REPORT

66

67 L. Bradley said expenditures for September total \$20,905. She said that because WHA regular meetings
68 are held the third week of the month, the Treasurers' Report figures will be for the prior 30 days,
69 basically from the date of the last meeting to the current meeting.
70

71 D. Berg said he'd like to see transactions broken down by vendor. L. Bradley said she would send him
72 those figures, from September 1 to today's meeting. She added that she hasn't yet balanced the July and
73 August checks from ACCESS.
74

75 D. Berg asked about figures related to the development account. L. Bradley said it accrues .07 percent
76 interest, so that's the \$285 deposit in the report. She added that he would also see a \$50 maintenance
77 fee that was deducted and then refunded.
78

79 D. REVIEW AND ACTION ON STREAMLINING ANNUAL RECERTIFICATION

80

81 L. Bradley said after consulting with Mike Santoro (Director, Office of Policy, Research and Housing
82 Support, DOH), she recommends changing all tenants' income recertifications to the same date. She
83 said the Housing Authority can choose a date for this to be done on an annual basis, possibly linked to
84 the time the WHA normally schedules rent increases.
85

86 D. Berg said in the past, the rent increase was set on July 1, but that the increase didn't take effect until
87 August 1. He said the WHA currently doesn't anticipate increasing rents in the upcoming year.
88

89 In answer to questions about how this transition would be handled, L. Bradley said that if the WHA
90 chose May, for example, as the annual recertification date, and a tenant is currently scheduled for
91 recertification in November, that tenant will be recertified "interim" until May. Or if someone had been
92 scheduled for recertification in June, then they would be moved back to recertification in May. Special
93 cases, such as a tenant who experiences a significant change in income, would be handled differently.
94
95
96
97

C. D'Agata said she thinks this way of handling recertifications makes sense and made the following motion:

All annual certifications for Button Hill Senior Housing will be performed in the same month, as determined by the Willington Housing Authority.

W. Bunnell seconded the motion, The motion passed unanimously.

E. CHAIRMAN'S REPORT

D. Berg said he didn't have anything to report. There was brief discussion about whether there's a need for leaf cleanup. D. Berg said he didn't see a need for it. W. Bunnell said he agreed.

D. Berg said he sent letters to those who responded to the Request for Proposals for the property management contract, thanking them for their proposals and notifying them that the Housing Authority had made its choice.

OTHER OLD BUSINESS

There was brief discussion about mowing and residents' items that might be in the way. L. Bradley said she is reviewing the Residents Handbook with an eye to fine-tuning these kinds of issues. As for requests for things like ceiling fans, she advised the WHA that it's important to keep the need to maintain a healthy reserves budget in mind when talking about buying things not included in the project's original plans. D. Berg said he's also reluctant to approve any request for ceiling fans in the bedrooms.

4. New Business

UNDERGROUND PROPANE TANKS

L. Bradley noted that the underground propane tanks were installed in 2016 and are currently overdue for anode testing and recertification. She said this is supposed to be done every 36 months, so it should be scheduled now.

She also asked if the WHA informed their insurance company that they have underground tanks, because she didn't see it listed on the policy. She said it would add approximately \$200-\$300 a month to the insurance premium.

D. Berg said it's less expensive to buy propane if you own the tanks versus renting them. L. Bradley said Superior Propane is willing to buy the tanks and match the current propane price, so the WHA may want to consider this option; but in the meantime, she would arrange for the testing/recertification.

W. Bunnell asked if the tanks would be removed if the WHA decided in future to buy fuel from a vendor other than Superior Propane; would the WHA be obligated to buy fuel from Superior Propane? L. Bradley said the tanks wouldn't be removed; the tanks would be bought by the new supplier. The new supplier would assume ownership and liability. She said she will find out what the cost of tank rental is and inquire whether the WHA can lock in a price for fuel.

D. Berg noted that the WHA has been talking about working with the Town of Willington to be a part of its propane gas bidding process, to get the best propane price. L. Bradley said she can get more information about that, as well. And she will get some supplier bids. C. D'Agata said the Town's contact person for the bidding process is Donna Latinsics (Business Manager in the Financial Office). W. Bunnell said there's a company that specializes in soliciting these kinds of bids, called Tank Farm, and that they don't charge for the service.

5. Correspondence – D. Berg said he's hasn't pick up correspondence recently.

6. Approval of Minutes

There was brief discussion about which meeting minutes had been previously tabled. L. Bradley read from an email sent previously by B. Sullivan that said it was the July 7, 2020 Special Meeting minutes that were tabled because the August 17, 2020 agenda incorrectly stated (under agenda item, Approval of Minutes) that the April 27, 2020 minutes were to be reviewed/approved. B. Sullivan said she will put the July 7 minutes on the agenda for approval at the next regular meeting.

C. D'Agata noted that the September 21, 2020 minutes include a comment by L. Bradley about ACCESS being paid twice in August. L. Bradley said it turned out the two billings were for July and August and they were both billed in August.

C. D'Agata made a motion to accept the September 21, 2020 minutes as written. D. Berg seconded the motion. D. Berg noted (line 84) that the correct spelling of Randy Palko is with a "k" not a "c".

C. D'Agata moved to accept the September 21, 2020 minutes with this correction. D. Berg seconded the motion. The motion passed unanimously.

D. Berg noted the September 21 minutes mention dead trees on the Button Hill site. L. Bradley suggested postponing any planting because the water table is very low, and suggested not replacing the dead trees with the same kind.

7. Willington Housing Authority Treasurer's Report

C. D'Agata reported the balance as of the end of the fiscal year was \$1,576.32 with payroll expenses (recording secretary) since then of \$161.47, which leaves a balance of \$1,414.85. She added that the Town has allocated \$2,182, so there is now \$3,596.85, of which \$629.73 has been encumbered for payroll expenses.

8. Adjourn

D. Berg moved to adjourn at 5:01 p.m. J. Moskus seconded the motion. The motion passed unanimously.

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.

193

Brenda Sullivan

TOWN OF WILLINGTON, CT
Received for record December 18, 2020
At 9:00AM BAM ARC