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2
3 Willington Housing Authority
4 Monday, December 21, 2020 – 4 p.m.
5 Via ZOOM meeting accessible to the public

6 **Present** – Chairman Don Berg; Treasurer Claudia D’Agata; Member William Bunnell; Member Jack Moskus;
7 Executive Director Laurie Bradley (property management); Recording Secretary Brenda Sullivan.
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9 **1. Call to Order:** The meeting was called to order at 4:40 p.m. (delayed due to technical difficulties).
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11 **2. Present to speak** – No members of the public present to speak.
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13 **3. Old Business** – Senior Housing “Button Hill”
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15 A. Director's Report
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17 L. Bradley briefly discussed resolving issues with snow removal.
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19 B. Expenditures
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21 L. Bradley noted that Centerville Bank was working on its website and no statements were available to print or
22 view. Therefore, she requested an email with statements and they sent it, but without the mortgage statement. It
23 should be available next month. The e-documents on their website will not be available until after January 2,
24 2021.
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26 L. Bradley noted an expenditures report was emailed to the Housing Authority prior to the meeting. D. Berg
27 asked about a Home Depot expense. L. Bradley said the \$179.12 HD Supply expense refers to 8 packages of 9-
28 volt batteries.
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30 C. Button Hill Treasurer's Report
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32 L. Bradley noted the Treasurer’s Report was emailed to the Housing Authority prior to the meeting. It doesn’t
33 include a current mortgage statement because Centerville Bank is updating files from the changeover from
34 Putnam Bank.
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36 D. Review of Resident Handbook
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38 L. Bradley reviewed her recommended updates and additions to the Button Hill Resident Handbook that were
39 emailed to the Housing Authority prior to the meeting, including:
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41 1. Approving a lockout-fee policy as follows: There is a \$25 lockout fee for service during the hours of 8 a.m. to
42 4 p.m., or \$35 after 4 p.m. on weekdays, on weekends and on holidays. This fee is due and payable (by cash or
43 check) to property management.
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45 L. Bradley noted the recommended lock-out fee is significantly less than what professional locksmiths charge,
46 typically \$150-\$200.
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48 There was brief discussion about changing the lower locks to passage sets. L. Bradley said she agreed with D.
49 Berg about doing this because it means residents will have to use their key to lock the door upon exit versus
50 automatically locking.
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52 D. Berg said he’d prefer not charging for the first time a resident needs lock-out assistance, and lowering the fee
53 for subsequent calls to \$20. L. Bradley said she feels \$25/\$35 is reasonable considering property management

would have to drive from Coventry to Willington, possibly at night or on a weekend. And she disagreed about no charge for the first time.

2. Referring to page 7 of the handbook, L. Bradley recommended adding the following wording regarding residents feeding the birds, "Ground feeding is not permitted and please keep shepherd hooks (bird feeder stands) out of the mowing path. If you have questions as to where to put the bird feeders, please contact the property manager."

3. Referring to page 14, L. Bradley recommended adding that there is a \$35 fee for late payment of rent (as is already noted in the lease) and to add clarifying language, that rent is due on the tenth of the month unless the tenth falls on a weekend or holiday, in which case rent would be due by the next business day or will be considered late. She also recommended adding wording that states residents can use one of the rent drop-off boxes located at the mailbox areas, or they can mail their rent.

4. Regarding the Willington Housing Authority's policy on requests from existing Button Hill residents to transfer to different unit, L. Bradley said it is important to be consistent and therefore to stipulate in the handbook that transfers will be considered only to accommodate a medical or safety issue, versus allowing a tenant to transfer for other reasons, such as noise complaints or wanting an apartment with a den. She noted that there could be Fair Housing issues with allowing transfers without having a specific, consistent policy in place.

C. D'Agata said she was never comfortable with the current policy and W. Bunnell said he also feels the current policy is too confusing. Both said they support L. Bradley's recommendations. J. Moskus did not comment.

D. Berg said he wasn't comfortable with working on wording for these recommended changes at this meeting and asked L. Bradley to put each of the proposed handbook changes into wording that could be discussed and acted upon as motions, and to email this document to Housing Authority members for the next meeting.

E. Chairman's Report – D. Berg said he had nothing to report at this time.

4. New Business – Approval of 2021 meeting dates.

D. Berg made a motion to approve the following 2021 meeting dates, seconded by W. Bunnell. The motion passed unanimously.

A	B	C	D	E
For year 2021				
Housing Authority Regular Meeting Dates (typically the third Monday)				
Location (when it reopens "after" Covid): Senior Center 20 Senior Way, Willington, CT				
(Presently & for some of 2021, meetings will take place online via Zoom platform)				
Date	Day	Reason	Time	Reason why not the 3rd Monday of the Month
1/25/2021	Monday	Regular Meeting	4:00 PM	MLK Day is 3rd Monday, 1/18/2021
2/22/2021	Monday	Regular Meeting	4:00 PM	President's Day is 3rd Monday, 2/15/2021
3/15/2021	Monday	Regular Meeting	4:00 PM	NA
4/19/2021	Monday	Regular Meeting	4:00 PM	NA
5/17/2021	Monday	Regular Meeting	4:00 PM	NA
6/21/2021	Monday	Regular Meeting	4:00 PM	NA
7/19/2021	Monday	Regular Meeting	4:00 PM	NA
8/16/2021	Monday	Regular Meeting	4:00 PM	NA
9/20/2021	Monday	Regular Meeting	4:00 PM	NA
10/18/2021	Monday	Regular Meeting	4:00 PM	NA
11/15/2021	Monday	Regular Meeting	4:00 PM	NA
12/20/2021	Monday	Regular Meeting	4:00 PM	NA

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5. Correspondence

D. Berg noted the tax bill was sent to 40 Old Town Road instead of directly to the bank. L. Bradley said she will contact the Tax Collector's office with the correct address for mailing this bill. He also said he forwarded Real Page documents to L. Bradley.

6. Approval of Minutes

C. D'Agata made a motion to accept the November 16, 2020 minutes as presented. W. Bunnell seconded the motion. There was brief discussion. The motion passed unanimously. Action on other pending minutes was tabled to a future meeting.

7. Housing Authority Treasurer's Report

C. D'Agata reported that the balance as of the last report was \$3,526.88 and after deducting secretarial payroll expenses of \$69.97 on November 5, 2020 and on December 3, 2020, the remaining balance is \$3,386.94.

8. Adjourn

D. Berg moved to adjourn the meeting at 5:35 p.m.. The motion was seconded by C. D'Agata. 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.

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A handwritten signature in cursive script, appearing to read "Brenda Sullivan", is written over a horizontal line.