

Willington Housing Authority  
REGULAR MEETING Minutes  
Monday, July 19, 2021 – 4 p.m.

Location: Willington Senior Center, 20 Senior Way, Willington CT 06279

**Present** – Chairman Don Berg; Treasurer Claudia D’Agata; Member Jack Moskus; Executive Director Laurie Bradley (property management); Assistant Director Sharon Boisvert. Member William Bunnell;

**1. Call to Order:** The meeting was called to order at 4:06 p.m.

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

**3. Old Business** – Senior Housing “Button Hill”

**A. Director’s Report –**

L. Bradley provided her report to the board and discussed agenda items A. (Director’s Report with information about activities for the past month), B. (Expenditures) and C. (Button Hill Treasurer’s Report). L. Bradley discussed three recent items not included on the written Director’s report. One about kitchen outlets that were not working in unit 12 C (both kitchen GFCI outlets had tripped). The second item added was that maintenance had contacted AA Asphalt for a price to fix the crack(s) in the pavement. Thirdly, a notice was disbursed to the residents about bird illness and how the Audubon Society and DEEP recommended removing feeders. L. Bradley also noted that a “bear sighting-notice” flyer would be distributed after this meeting, further reinforcing the recommendation to remove bird feeders.

**C. Button Hill Treasurer’s Report –**

L. Bradley’s treasurer’s report noted that there was \$32,015.93 in reserves at the beginning of June and she noted that she added \$8,000 to the reserves account prior to June 30th. With the addition of \$2.06 in earned interest, the total in the reserves account at the end of the fiscal year (June 30, 2021) is \$40,017.99

L. Bradley provided a draft budget for FY 2021-22 and the Board reviewed and discussed that draft.

**D. Chairman’s Report –**

1. D. Berg discussed the offer from The Rabbett Insurance Agency for Philadelphia Insurance Company for Directors and Officers Insurance. **C. D’Agata made the Motion to accept the quote for Directors and Officers insurance from Rabbett Insurance agency and pay the premium of \$1210. B. Bunnell seconded.** There was no discussion and it was approved unanimously.

2. D. Berg discussed reviewing and possibly accepting the offer from The Rabbett Insurance Agency for General Liability - Commercial, Property - Commercial Renewal Declarations Pages, written through Vermont Mutual Insurance Company, effective 08/10/2021. L. Bradley said she is still awaiting further information from Department of Administrative Services so as to compare the two policy offers. No action was taken on this matter at this time.

3. D. Berg felt it was appropriate to reaffirm last meeting’s unanimous Board agreement to resume in-person meetings of the Housing Authority, at the Willington Senior Center. D. Berg said that since this agreement decision was omitted in the minutes of June 19, 2021, and was not presented as a motion at the June 19<sup>th</sup> meeting, he was asking for a motion and vote tonight.

J. Moskus made the **Motion to reaffirm last meeting's unanimous Board agreement to resume in-person meetings at the Willington Senior Center. B. Bunnell seconded** and there was no discussion. The vote to reaffirm the agreement to meet in person at the Willington Senior Center was unanimous.

#### 4. New Business –

**Election of Officers.** The existing slate of officers is D. Berg as Chairman and C. D'Agata as Treasurer and none of the Board members chose to expand their positions so as to take on additional officer positions of Vice-chair and/or Secretary.

D. Berg asked the Board if there were any new nominations for officers. There were none. D. Berg stated that since there were no new nominations, a motion was needed to close the nominations and vote on the existing slate. B. Bunnell made a **motion to adopt the existing slate** but the motion was not seconded. C. D'Agata made a **motion to close the nominations and adopt the existing slate.** B. Bunnell seconded it. There was no additional discussion and a vote was taken. All members voted in favor of closing the nominations and adopting the existing slate of officers.

#### 5. Correspondence –

The Public Works director sent D. Berg an email requesting a meeting with maintenance personnel for Button Hill and Willington Woods. D. Berg coordinated that meeting.

There was correspondence and pricing information from Rabbett Insurance agency for both D & O insurance and for General Liability insurance (Commercial, Property - Commercial Renewal).

D. Berg also received a letter from Mr. Mark Light of Centreville Bank requesting confirmation that we will provide our financial statement for the past fiscal year, to the Bank. I confirmed and signed the letter and sent it back to him at Centreville Bank.

#### 6. Approval of Minutes (from June 21 meeting) –

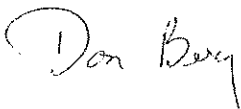
D. Berg requested that the word "service" be inserted after "slightly modified the pricing for their"

J. Moskus made a **motion to approve the minutes as amended.** C. D'Agata seconded the motion. There was no further discussion and the minutes of 6-21-2021 were unanimously approved as amended.

**Housing Authority Treasurers report** – Balance of last report was \$3037.08, a check was written for \$69.97 leaving a balance of 2967.11

**8. Adjourn** – J. Moskus moved to adjourn at 4:34 p.m. B. Bunnell seconded the motion. The motion passed unanimously.

Respectfully submitted by Chairman Don Berg. 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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