

Wilmington Housing Authority
REGULAR MEETING Minutes
Monday, August 16, 2021 – 4 p.m.

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

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

1. Call to Order: The meeting was called to order at 4:02 p.m.

2. Present to speak – No members of the public were 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. (Transaction list for the previous month) and C. (Button Hill Treasurer's Report for the previous month). She noted that the Director's Report contains several items including that she is still awaiting Spectrum to continue with their "Bulk Service" offer, bushes will be pruned, dead trees will be removed and topsoil re-installed with seed in those locations. The carpet stretching costs with Dalene Flooring was discussed and the L. Bradley expressed her concern for the cost of \$525 to do four stretches within one apartment (that took only about an hour). She said she would further discuss this significant cost with the contractor. She also noted that one empty apartment has been occupied and the other is being painted and is under deposit and will be filled shortly.

C. Button Hill Treasurer's Report –

L. Bradley's treasurer's report noted that there was \$40,017.99 in reserves at the beginning of July and with the addition of \$2.30 in earned interest, the total in the reserves account at the end of July is \$40,020.29

D. Chairman's Report –

1. D. Berg discussed 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 and comparison bids from the Department of Administrative Services (DAS).

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 (at a cost of \$10,863.00). L. Bradley said she is still awaiting further information from Department of Administrative Services (DAS) so as to compare the two policy offers. No action was taken on this matter at this time. L. Bradley suggested to the Board that we move forward with the Rabbett Agency offer and she will continue to pursue the DAS for a

48 quote. D. Berg inquired about the cost for this insurance last year. (Records indicate it was \$10,215.00).
49 Since we need to assure that we insure the property, management suggested that we move forward with
50 the quote and insure the Button Hill property.

51
52 3. D. Berg felt it was appropriate to discuss with the Board a partial (and redundant) sentence that is in
53 the approved June 21, 2021 minutes. Since all Board members did not have a copy of those June
54 minutes to review at tonight's meeting, this minor correction to the approved June 21, 2021 minute will
55 be discussed at our next regular meeting in September.

56
57 4. D. Berg announced that the Architect Brandon Clarke (who was the Dept. of Housing's appointed
58 architect for the Button Hill construction project) was recently appointed to State Building Inspector
59 position.

60
61 5. D. Berg opened a discussion on any need to install a message board (or two) at Button Hill. L. Bradley
62 said that management can easily put notes on the door as they do now and it will be easier for our
63 residents to read a message delivered their residence, versus going outside to read the message on a
64 board. The Board agreed no message board was necessary.

65
66 **4. New Business –**

67
68 D. Berg brought the budget up under new business. L. Bradley provided a revised draft budget for FY
69 2021-22 and the Board reviewed and discussed that draft. It is essentially identical to the draft budget
70 presented last month except it now includes new information on the Debt Service Coverage Ratio of
71 1.48%. L. Bradley noted that the profit for last year looks to be about \$46,000 and D. Berg noted that
72 may be enough to preclude a rent increase. L. Bradley said she would prefer to avoid any rent increase
73 as our residents are already paying a large percentage of their income for rent, especially those residents
74 who have lost a spouse (and that income).

75
76 C. D'Agata made a motion that we re-engage Coventry Housing Authority to continue management of
77 Button Hill Senior Housing, and J. Moskus seconded. There was no further discussion and the Board
78 unanimously approved the motion.

79
80 **5. Correspondence –**

81 D. Berg checked the mail folder at the Town Hall and there was no correspondence. L. Bradley had a
82 letter from Willimantic Waste Paper informing us that they have sold the business to a New Hampshire
83 firm, Casella Waste Systems based in Rutland, Vermont

84
85 **6. Approval of Minutes (from July 19, 2021 meeting) –**

86
87 S. Boisvert noted that the correct time of adjournment was 4:57. C. D'Agata made a **motion to approve**
88 **the minutes as written with the corrected adjournment time of 4:57 p.m.** B. Bunnell seconded the
89 motion. There was no further discussion and the minutes of July 19, 2021 were unanimously approved
90 as amended.

91
92 **Housing Authority Treasurers report** – Balance of last report was \$2967.11, a check was written for
93 \$1210.00 for Directors and Officers insurance, leaving a balance of \$1757.11

94

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Housing Authority Treasurers report – Balance of last report was \$2967.11, a check was written for \$1210.00 for Directors and Officers insurance, leaving a balance of \$1757.11

95 **8. Adjourn** – B. Bunnell moved to adjourn at 4:36 p.m. B. Bunnell seconded the motion. The motion
96 passed unanimously.

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98 Respectfully submitted by Chairman Don Berg. Please note that minutes are posted prior to being
99 officially approved – changes/corrections are normally indicated in the subsequent month's meeting
100 minutes.

Don Berg

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WILLINGTON, CT.
2021 AUG 20 A 11:37


TOWN CLERK

