

MINUTES
Willington Housing Authority
Monday, August 17, 2020 – 4 p.m.
Willington, CT

PRESENT: (Meeting held via conference call noticed and open to the public.) Chairman Don Berg, Treasurer Claudia D'Agata, Member William Bunnell, Member Jack Moskus, ACCESS Housing management representative Alex Fuentes, Recording Secretary Brenda Sullivan.

1. **Call to Order:** 4:01 p.m.

2. **Present to Speak** – Meeting was made accessible to the public. However, no members of the public participated in the meeting.

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

Don welcomed Jack Moskus as a new member of the Housing Authority. He said J. Moskus was sworn in last Wednesday.

MAINTENANCE REPORT

A. Fuentes said there were only 4 requests for maintenance including an issue with ceiling leaks in units 10C and 12A coming from units 10F and 12D. Other maintenance calls included problems with loose hinges on a laundry room door, and a light fixture that required a new ballast.

A. Fuentes also reported that the new Dumpster signs are ready to be picked up.

D. Berg reported on the work he did to address the condensate leaking from the AC's in units 10F and 12D. He said AC condensate drains run mostly into the floor drain but in those two cases, they also leaked at the edge of the brass floor drain grates and into the apartments below. He said most condensate went into the plumbing, but some went around the edge of the grate and then leaked between the floors and into the ceiling of the lower unit. D. Berg and Bob (maintenance person) also discovered some missing sheetrock around one trap and missing sheetrock at the other trap (both were above the finished "false" ceiling) and made repairs. D. Berg installed a temporary plastic access cover in the ceiling of 10C and a water alarm; the resident will alert D. Berg or ACCESS if the alarm sounds.

FINANCIALS

A. Fuentes said the latest financial report was emailed to the board today. He said there currently are no vacancies, but the rental income from one unit will drop by \$4,400 because the resident's spouse died and this changed the classification of the unit from 80 percent of AMI to 50 percent of AMI, effective September 1. Another resident also lost a spouse, but the rent will stay the same, at the 50 percent AMI level.

He added that no deposit has been made into reserves because a new budget hasn't been approved by the board and he needs direction from the board before taking action.

CONTRACT EXTENSION

There was discussion about the current ACCESS management contract extension expiring at the end of August. A. Fuentes noted that the Housing Authority owns the name of the Button Hill web page but ACCESS has been paying for hosting the page and it will need to be transferred. He said when the contract ends, ACCESS will cancel the web page hosting and the answering service. D. Berg said the board will discuss requesting an additional month's extension of the management contract and contact ACCESS by Monday or Tuesday of next week.

D. Berg asked A. Fuentes to email him with the cost for the web page host service.

Later in the meeting, C. D'Agata made the following motion:

The Board approves a motion to provide a signed document from WHA to the ACCESS Agency requesting an extension through September 30, 2020 to the existing management contract including one site web hosting and answering service costs.

The motion was seconded by W. Bunnell. There was no discussion. The motion passed unanimously.

RESIDENT HANDBOOK RE: TRANSFER TO A DIFFERENT UNIT

There was discussion about the board's previous policy decisions regarding requests from residents who want to transfer to a different unit, and whether specifics should be included in the Resident Handbook.

Further discussion and/or action on this topic was deferred to a future meeting. A. Fuentes also said he would email his records of previous discussions and motions made by the board to D. Berg and B. Sullivan.

B. Sullivan noted the Resident Handbook currently available on the Housing Authority town website page incorrectly refers to it as the Resident Association Handbook. She will remove the word "Association."

4. New Business

Regarding marks on a rug in unit 12D and his decision to bring in a professional rug-cleaning service, D. Berg made the following motion:

The Board approves paying for carpet cleaning for unit 12D, approximately \$74.

C. D'Agata seconded the motion. There was brief discussion. The motion passed unanimously.

D. Berg noted that Amy Lam is no longer Town Clerk.

D. Berg asked for volunteers to send condolences when a resident's partner passes, or to send get-well cards to residents on behalf of the Housing Authority. C. D'Agata volunteered.

5. Correspondence

D. Berg said the Housing Authority received a tax bill from the town. He said he sent the bank a copy in time for bank payment without penalties. He noted it should have been sent to the bank. He said he sent the bank a copy. The Housing Authority also received the Directors & Officers insurance bill. C. D'Agata said this bill was paid.

6. Approval of Minutes – This was tabled because there was a mistake in the date of the minutes included on the agenda.

B. Sullivan was asked to create a Record of Motions at each meeting to be sent to the Town Clerk's office and board members separate from the meeting minutes.

7. Treasurers Report –

C. D'Agata noted the last Treasurer's Report was in May 2020, at which time the balance was \$2,832.21.

After deducting secretarial expenses of \$69.97, the Directors & Officers Insurance payment of \$1,162 and \$23.92 to reimburse D. Berg for the cost of meeting/conference calls, the new balance is \$1,576.32.

8. Executive Session

C. D'Agata made the following motion:

To have the Board move into Executive Session to discuss Button Hill management contract proposals.

W. Bunnell seconded the motion.

D. Berg noted that counsel may not be available (by phone) during this Executive Session.

The motion to enter Executive Session at 5:13 passed unanimously.

At the end of the Executive Session, at 5:51 p.m., D. Berg made the following motion:

To close the discussions in Executive Session and return to the regular, public meeting.

W. Bunnell seconded the motion. There was no discussion. The motion passed unanimously.

No action was taken during the Executive Session.

9. Adjourn – The meeting adjourned at 5:52 p.m.

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.

