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2
3 **MINUTES**

4 **Willington Housing Authority**

5 Monday, October 18, 2021 – 4 p.m. Regular Meeting (in person)

6 Willington Senior Center

7 20 Senior Way, Willington, CT 06279
8

9 **Present** – Chairman Don Berg, Treasurer Claudia D’Agata, Member Jack Moskus, Member William
10 Bunnell, Executive Director Laurie Bradley (property management), Resident Services
11 Coordinator/Assistant Director Sharon Boisvert (property management); and via conference call, Brenda
12 Sullivan, Recording Secretary.
13

14 **1. Call to order** – 4:06 p.m.
15

16 **2. Present to speak** – opportunity for members of the public to speak.
17

18 No members of the public present.
19

20 **3. Old Business** – Senior Housing “Button Hill”
21

22 A. Director's Report – including end-of-year financial report.
23

24 The report was distributed to members. L. Bradley noted that all the units are currently rented. She also
25 said she’s waiting for the first bill from Spectrum for the “bulk” internet contract, which took effect on
26 September 17, 2021. This means the first bill will probably cover about 6 weeks.
27

28 L. Bradley discussed calls from residents reporting issues with water, including water pressure and no cold
29 water. She said she is working with residents to determine more specifics, such as when the resident
30 noticed the problem, in order to trace the source of the problems. She added that P. Kasacek (maintenance
31 supervisor) also is looking into required maintenance of the circulator pumps.
32

33 There was discussion about the End of Year Financial Report. L. Bradley said she was advised by
34 accountant Mark Makuch to remove the cost of the land from the list of assets because the land actually
35 belongs to the Town of Willington.
36

37 D. Berg asked what Per Unit Month refers to. L. Bradley said it indicates the total income and expenses for
38 all of the Button Hill apartments (24) for the fiscal year, broken down to show as average income and
39 expense per unit.
40

41 There was discussion about a one-time consultant fee and whether it should be deducted from the profit. L.
42 Bradley said the fee expense was incurred during construction and closing of the apartments and so, it was
43 recently paid from the development account.
44

45 L. Bradley also noted she plugged the Housing Authority’s financial figures into a GAAP accounting form
46 that the Coventry Housing Authority submits to CHFA, just to show a different, briefer way of
47 documenting liabilities and equities.
48

49 D. Berg asked about a difference of about \$500 (less) between September and August on the Profit and
50 Loss Statement. L. Bradley said this probably reflects the loss or rent revenue during an apartment
51 turnover.
52

53 L. Bradley said she'd like to see the Housing Authority put more money into reserves. D. Berg said, given
54 the \$81,000 year-end profit, it seems reasonable to deposit \$2,000 a month. Currently the monthly deposit
55 is \$1,000.

56
57 B. Expenditures – See above discussion.

58
59 C. Button Hill Treasurer's Report – See above discussion.

60
61 D. Chairman's Report – including discussion of snowplowing.

62
63 D. Berg asked about the status of contracting for the new snowplowing season. L. Bradley said she
64 received a quote from HHH Property Maintenance. She outlined the differences between the services they
65 offered and how HHH Property Maintenance calculates billing versus last year's contract with Randy's
66 Trucking. She said she is still waiting to hear from Randy's Trucking, who also provides snowplowing
67 services to the Town of Willington.

68
69 There was discussion about the economics of an agreement that charges by the depth of snow, by the inch,
70 versus an all-inclusive flat fee. L. Bradley said the Housing Authority paid approximately \$18,000 last
71 year, plus the cost of the October snowstorm. She added that the difficulty of a contract based on a per-inch
72 charge is who determines how much snow fell – the weather forecast, or someone actually going out and
73 measuring the depth of the snow?

74
75 C. D'Agata made the following motion, seconded by W. Bunnell –

76
77 *To allow management to enter into a contract with Randy's Trucking, authorized in the amount of up to*
78 *\$18,000, for snow removal for the season.*

79
80 The motion passed unanimously.

81
82 **4. New Business** – Any new business, including budget items

83
84 There was no New Business.

85
86 **5. Correspondence** –

87
88 D. Berg said he received a communication from accountant Mark Makuch saying that he's on track with
89 his work on the Button Hill financial report requested by Centreville Bank, and that he suggests removing
90 the cost of land from the Button Hill balance sheet because the land belongs to the town.

91
92 **6. Approval of Minutes** –

93
94 There was discussion of the August 16, 2021 minutes. D. Berg noted that the word "member" needs to be
95 removed from line 6 (in front of W. Bunnell's name) because W. Bunnell's first term ended on August 1,
96 2021 and he hadn't yet been officially reappointed to his second term on the Housing Authority. As well,
97 under Present to Speak, W. Bunnell should be added as a member of the public.

98
99 Members also agreed that because W. Bunnell made the motion to modify the adjournment time of the July
100 meeting, indicated on Lines 87-90, the motion is void and should be deleted from the August minutes,
101 again because W. Bunnell had not yet been sworn in to his new term on the Housing Authority. And the
102 motion to adjourn (line 95 in the minutes) should be corrected to simply state that the August 16 meeting
103 adjourned at 4:36 p.m.

105 C. D'Agata moved, and J. Moskus seconded the motion, to accept the August 16, 2021 with these
106 corrections. The motion passed unanimously.

107
108 It was also agreed by consensus that the July 19, 2021 minutes should be corrected to show that the
109 meeting adjourned at 4:57 p.m.

110
111 There was discussion about the September 20, 2021 minutes. C. D'Agata moved, and W. Bunnell seconded
112 the motion, to accept the minutes as written. The motion passed unanimously.

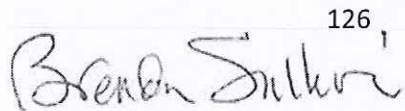
113
114 **7. Housing Authority Treasurer's Report** – C. D'Agata reported there were no expenditures and the
115 balance remains \$1,757.11.

116
117 **8. Motion to Adjourn** –W. Bunnell moved, and J. Moskus seconded the motion, to adjourn at 5:05 p.m.
118 The motion passed unanimously.

119
120 *Respectfully submitted by Recording Secretary Brenda Sullivan. Please note that minutes are posted prior*
121 *to being officially approved – changes/corrections are normally indicated in the subsequent month's*
122 *meeting minutes.*

123
124 Submitted by Recording Secretary Brenda Sullivan

125

126


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TOWN CLERK