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MINUTES

Willington Housing Authority

Regular Meeting, November 15, 2021 – 4 p.m.

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

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

1. Call to order – 4:08 p.m.

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

No members of the public present.

3. Old Business – Senior Housing “Button Hill”

A. Director's Report

L. Bradley reviewed some additions to the Director’s Report. She said maintenance will be done that should solve previously discussed issues with water pressure and temperature fluctuations.

She also reported a problem with the electrical system affecting Unit 16E; two fixtures in the unit’s bathroom will grow brighter and then dim, indicating there may be an electrical surge happening. Ackert Electric was called to determine the problem. She said they will isolate the domestic water circulating pump so it continues to function when power is shut off to the electrical system.

L. Bradley also reported that a battery failed in the alarm system, and FASD replaced it at no cost. She said FASD forgot the code to the Knox Box, and that this has happened before, and Maintenance Supervisor Pete Kasacek, who was on vacation, had to return to the office to get the code for them.

L. Bradley said she created an account with Carrier to replace some AC parts. She said this will make getting parts easier.

She also reported that, as directed by the Housing Authority previously, she signed a contract for \$18,000 for snow removal with Randy’s Trucking and that the contract is all inclusive, as discussed. She also noted that on Friday, she received a bid from David Roy Landscaping for lawn maintenance for \$12,500 for the season, which is higher than the current contract.

B. Expenditures

There was discussion about the Expenditures report. L. Bradley pointed out that there are what appear to be duplicate payments for some bills that are actually for separate billing periods, such as for Eversource and Willimantic Waste.

L. Bradley also reported that after a recent inspection of the units she noted a few units will need carpet stretching. She said residents will have to remove furniture from the rooms before the work can be done. The unit’s resident has the option of having the rug company, Dalene Flooring, move furniture (which will have to be cleared of any objects prior to moving the furniture) but will have to pay the labor cost and will be billed directly for that cost by the rug company.

53 C. Button Hill Treasurer's Report

54
55 L. Bradley said next month's report will reflect the Housing Authority's decision to increase the amount
56 set aside for reserves to \$2,000 a month.

57
58 D. Chairman's Report

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60 D. Berg said he'd like to consider installing snow guards next year. He said these would reduce the risk of injury
61 to residents when snow slides off the solar panels on the roof. L. Bradley said she'd like to observe the situation
62 this winter and then talk about options. She said there's a possibility of voiding the warranty on the shingles if
63 they add something to the roof. She said the snow sliding off the roof was possibly an issue with only one unit.

64
65 D. Berg asked about the timing of tree replacement. L. Bradley said maintenance can use property management's
66 equipment to dig up the dead trees and fill the holes now, then plant in the spring.

67
68 **4. New Business** – None.

69
70 **5. Correspondence** – D. Berg said he just received the Independent Accountant's Review Report. He said there
71 would be no action taken at this meeting so members can review the report for action at a future meeting.

72
73 **6. Approval of Minutes** – C. D'Agata made a motion to accept the October 18, 2021 minutes as presented. W.
74 Bunnell seconded the motion.

75
76 D. Berg referred to the question posed on line 41 (about a one-time consultant fee and whether it should be
77 deducted from the profit) and asked if L. Bradley had an answer to that question. L. Bradley said she will get a
78 determination on that question. D. Berg said no changes were needed to line 41.

79
80 The motion to accept the minutes as presented passed unanimously.


81
82 **7. Housing Authority Treasurer's Report** – C. D'Agata said that according to the Town's financial report
83 dated October 31, 2021 there was a carry over of \$2,967.11, plus a \$23.92 FEMA reimbursement, for a total of
84 \$2,991.03. So the current budget amount for 2021-22 of \$2,182 plus the \$2,991.03 rolled over from the
85 previous fiscal year 2020-2021 results in a total budget is \$5,173.03. She added that the Town deducted \$1,210
86 for the Directors and Officers insurance. And there was a payroll expense of \$69.97 for secretarial services, thus
87 leaving a balance of \$3,896.03

88
89 **8. Motion to Adjourn** – J. Moskus made a motion to adjourn at 4:44 p.m., seconded by W. Bunnell. The
90 motion passed unanimously.

91
92 *Respectfully submitted by Recording Secretary Brenda Sullivan. Please note that minutes are posted prior to*
93 *being officially approved – changes/corrections are normally indicated in the subsequent month's meeting*
94 *minutes.*

95
96 Submitted by Recording Secretary Brenda Sullivan

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TOWN CLERK