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2
3 **MINUTES**

4 **Willington Housing Authority**

5 Monday, December 20, 2021 – 4 p.m. Regular Meeting
6 Willington Senior Center, 20 Senior Way, Willington, CT 06279
7

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

13 **1. Call to order** – The meeting was called to order at 4:06 p.m.
14

15 **2. Present to speak** – Opportunity for members of the public to speak. – No members of the public present.
16

17 **3. Old Business** – Senior Housing “Button Hill”
18

19 A. Director's Report
20

21 L. Bradley noted the report was emailed to members prior to the meeting.
22

23 She also noted that she and S. Boisvert attended a seminar on new software they’re considering
24 purchasing, offered by PHA-Web. She said it’s very compatible with the kinds of documents the
25 Housing Authority generate, and that’s it employs high levels of security measures in terms of
26 encryption and by storing data in two safe locations. She said the fact that the Social Security
27 Administration allows the software to access EVI data (Enterprise Income Verification) is an indicator
28 of its confidence in the system’s security measures. She said the cost may be less than the system
29 currently in use, and she will probably switch to the new software in April.
30

31 D. Berg asked how residents have reacted to being charged for having furniture moved prior to rug
32 stretching. L. Bradley said that to date, three units will be paying for that service (the others have made
33 their own arrangements to have their furniture moved out of the rooms where the rugs will be adjusted.)
34 She said she received a blanket quote for the three units, from Dalene Furniture, so the Housing
35 Authority will pay that cost and then bill the residents, versus having Dalene Furniture bill the residents
36 directly.
37

38 B. Expenditures
39

40 Copies were emailed to members prior to the meeting. There was no discussion.
41

42 C. Button Hill Treasurer's Report
43

44 Copies were emailed to members prior to the meeting.
45

46 There was brief discussion about accruing a little more interest on funds set aside for Reserves by
47 making the next 6 months’ transfers to Reserves at the end of the fiscal year, instead of transferring
48 funds month-by-month. L. Bradley said the Operating account has a higher interest rate than the
49 Reserves account.
50
51
52

53 D. Chairman's Report

54
55 There was brief discussion about payments to the Button Hill Senior Housing consultants, Housing
56 Associates (Dave Berto). L. Bradley said this bill was paid from the Development funds since this is
57 where the cost was incurred.
58
59
60

- 61 1. Review 2020-2021 financial report prepared by Mark Makuch CPA, and approval – C.
62 Copies were emailed to members prior to the meeting. There were no questions.
63 ***D'Agata made a motion to approve the financial report by Mark Makuch, CPA and***
64 ***send it to Centerville Bank. J. Moskus seconded the motion. The motion passed***
65 ***unanimously.***
66
67 2. Review and approve 2022 Regular Meeting dates – Copies of the proposed regular
68 meeting dates were emailed prior to tonight's meeting. ***J. Moskus made a motion to***
69 ***approve the dates as presented for the 2022 regular meetings. C. D'Agata seconded the***
70 ***motion. The motion passed unanimously.*** The dates are: January 24; February 28; March
71 21; April 18; May 16; June 20; July 18; August 15; September 19; October 17;
72 November 21; and December 19, 2022. All regular meetings are at 4 p.m. and held at the
73 Willington Senior Center.
74
75 3. Status of items discussed at last month's meeting – D. Berg asked for an update on
76 removal of dead trees. L. Bradley said she asked a vendor who had submitted a bid on the
77 landscaping contract to give her a quote for the tree removal, but didn't get a reply.
78
79

80 **4. New Business** – C. D'Agata noted that there are plans to lock the door to the Senior Center office with the
81 copier, but she will have a key.
82

83 **5. Correspondence** – None.
84


85 **6. Approval of Minutes** –
86

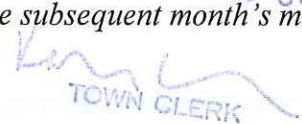
87 C. D'Agata made a motion to accept the minutes of the November 15, 2021 as written. J. Moskus seconded the
88 motion. The motion passed unanimously.
89

90 **7. Housing Authority Treasurer's Report** – Per the Town of Willington financial office 11/30/21 Housing
91 Authority report, the ending balance from October was \$3,893.06. A payroll check was cut on 11/4/21 in the
92 amount of \$69.97, leaving a balance of \$3,823.09
93

94 **8. Motion to Adjourn** – ***C. D'Agata made a motion to adjourn at 4:38 p.m. J. Moskus seconded the motion.***
95 ***The motion passed unanimously.***
96

97 *Respectfully submitted by Recording Secretary Brenda Sullivan. Please note that minutes are posted prior to*
98 *being officially approved – changes/corrections are normally indicated in the subsequent month's meeting*
99 *minutes.*
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TOWN CLERK