

HOUSING AUTHORITY OF THE TOWN OF WINDSOR
156 Bloomfield Avenue
Windsor, Connecticut 06095

MINUTES OF REGULAR MEETING
JUNE 27, 2005

The Commissioners of the Housing Authority of the Town of Windsor (WHA) met in a regular meeting on June 27, 2005 at Shad Run Terrace, Windsor, Connecticut. The meeting was called to order by Chairperson Pier at 2:00 P.M.

1. ROLL CALL

Present: Commissioners Coyne, Patsky, and Pier
Executive Director Desrosiers
Absent: Commissioners Bivans and Drost

2. PUBLIC COMMUNICATIONS

The following tenants of Shad Run Terrace addressed the Commissioners:

Elmer Staye thanked the Commissioners for their efforts to enhance the quality of life at Shad Run Terrace, and inquired whether anything can be done about the bicyclists using the pathways.

Charles Clark asked why the rents are increased every year; complained about snow removal; and questioned why non residents are parking in resident parking places.

Marilyn Halloway inquired as to when the new lights will be installed on the path leading to Deerfield Road. She also noted that there have been continuing episodes of fights at one of the units, and complained about the inadequate removal of snow.

Joan Skolfield complained that snow is not being completely removed from the porches, and asked that the parking/traffic signage be enlarged.

Linda Moriarty noted that: the lawn service company employees are removing flowers along with weeds; children walk behind the units; thanks go to Commissioner Patsky for his efforts, especially the establishment of the Tenant Advisory Board, and to Ms. Desrosiers for

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her recent tenant newsletter.

Del Rondinone remarked that there has been a police presence in the complex for the past four nights. She also thanked Commissioner Patsky for his work on behalf of the tenants. Ms. Rondinone inquired as to what action may be taken by the WHA regarding persons not on the lease staying with a tenant for a protracted period of time. Chairperson Pier stated that this is a difficult issue: it may involve unreported income from the second party which could mean that the rent should be increased.

Jeannette Breault asked what Commissioner Patsky meant by "bulky waste" in his posted notice, and requested parking improvements.

There was discussion of placing "courtesy notes" on cars which are parked inappropriately. The Commissioners explained that there are no assigned tenant parking spaces at Shad Run.

Doris King indicated that trash is being stored behind a unit near hers; since the office moved to Fitch Court conditions at Shad Run have gotten worse; and reiterated earlier complaints about bicyclists.

3. MINUTE APPROVAL - May 31, 2005 Regular Meeting

Commissioner Coyne moved approval of the minutes as submitted. The motion was seconded by Commissioner Patsky and passed unanimously.

4. FINANCIAL REPORTS - May 2005

Commissioner Coyne moved to acknowledge receipt of the May 2005 Financial Reports. The motion was seconded by Commissioner Patsky.

Chairperson Pier requested that discussion of the budget be included on the July 25 agenda. He noted that rental income is slightly ahead of last month, and that accounts 4310 and 4320 (Utilities) are over-expended.

The motion to acknowledge receipt of the May 2005 Financial Reports passed unanimously.

5. BILLS AND COMMUNICATIONS

Chairperson Pier noted that a letter has been sent to the Town of Windsor expressing the WHA's approval of the Redevelopment Plan for Mechanic Street.

6. EXECUTIVE DIRECTOR'S REPORT

Ms. Desrosiers provided the Commissioners with a detailed report of activities since the last meeting. She noted that:

- June rent payments are outstanding from four tenants.
- Two units have been vacated at Millbrook Village. It is expected that both will be leased up in early July. There are 48 persons on the waiting list.
- Apartment inspections by two WHA employees will begin in July.
- A DVD/VCR player has been purchased for the Shad Run Terrace Community Room.
- Picnic tables have been replaced at Millbrook Village; the gazebo has been rescreened and cleaned up.
- There are 145 names on the Section 8 waiting list.
- The Section 8 lease up rate is 158. Voucher holders continue to have difficulty finding units within the payment standard.
- Accountant Jack Sullivan will meet with the staff on July 7 for a review of accounting practices and procedures.
- Bids are being sought for pruning vegetation at both complexes.
- 50 applications for renter's rebate have been processed.

Ms. Desrosiers also reported that: she has asked for increased police patrol at the complexes, especially when the office is closed. As per tenant request, new benches have been ordered for Shad Run Terrace; the tenants did not want picnic tables. Eight (8) lights (\$240 each) are on order for the path up the hill; they should be installed within the next week or two. Landscaping and snow removal is a constant concern. Bids have been received and one more is expected.

The Executive Director explained that the staff has requested automatic payroll deposit. No checks will be issued if this policy is adopted, but the bank will provide a report. She inquired if this will be in compliance with the policy of two persons signing checks. It was the consensus of the Commissioners that this procedure will not be contrary to existing policy and that direct deposit may be implemented.

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7. REPORT OF SUB-COMMITTEES

A. Administration - none

B. Finance - none

C. Maintenance - Commissioner Patsky provided the Commissioners and tenants with a detailed list of items for consideration by the WHA. He also noted that tenant leases prohibit outside storage, and that there is no interest in forming a Tenant Advisory Committee at Millbrook Village.

It was agreed that the word "reserved" will be painted over at parking spaces at Shad Run Terrace.

D. Policy - Commissioner Coyne distributed a packet containing copies of the approved Parking, Pet, Maximum Income Limits, Procurement, Return to Work, Visiting Pets, Tenant Notice of Entry by WHA Employees, No Smoking, Investment, Check Documentation, Rent Collection, Disposition of Equipment, and Tenant Rules and Regulations policies to the Commissioners. She asked that Commissioners bring their Policy Manuals to the next meeting.

The Executive Director will post these policies at each complex.

In response to Commissioner Patsky's question re parking rented/loaner cars at the complexes, Chairperson Pier indicated that the Parking Policy is meant to address chronic violators. Ms. Desrosiers indicated that she has contracted with a towing company to do random sweeps through the parking areas.

8. OLD BUSINESS

A. Windsor Housing Authority 2004 Audit Response

A motion was made by Commissioner Patsky, seconded by Commissioner Coyne and passed unanimously to authorize the Executive Director and the WHA Chairperson to prepare a response to the 2004 audit.

9. NEW BUSINESS

A motion was made by Commissioner Patsky, seconded by Commissioner Coyne and passed unanimously to authorize the Executive Director to expend up to and including \$3,500 for

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landscaping and maintenance repairs at Shad Run and Millbrook Village.

10. ADJOURNMENT

Commissioner Coyne moved adjournment of the meeting. The motion was seconded by Commissioner Patsky and passed unanimously.

The meeting adjourned at 3:29 p.m.

Respectfully submitted,

Ada H. Martin

These minutes were approved on July 25, 2005