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

MINUTES OF REGULAR MEETING
MAY 31, 2005

The Commissioners of the Housing Authority of the Town of Windsor (WHA) met in a regular meeting on May 31, 2005 at Millbrook Village, Windsor, Connecticut. The meeting was called to order by Chairperson Pier at 2:00 p.m.

1. ROLL CALL

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

2. PUBLIC COMMUNICATIONS

Linda Moriarty, Shad Run Terrace, reported there has been a good response to tenant activities she has arranged. She noted that some tenants have complained about the mowing and "weed wacking", dead brush and a pile of poison ivy which have not been removed.

Commissioner Drost moved to suspend the rules to consider item 8A, Windsor Housing Authority Audit Report. The motion as seconded by Commissioner Coyne and passed unanimously.

8.A. Windsor Housing Authority Audit Report - Leslie Zoll

Ms. Zoll, Scully & Wolf, reviewed each page of the audit report with the Commissioners. It was noted that there were two (2) findings in the Federal report, neither were material weaknesses: Finding 04-1 related to the necessity for an updated utility allowance; and Finding 04-2 discussed the necessity for adequate records to document the determinations of eligibility, income and rent.

The status of prior year findings was also discussed. The Management Letter addressed: compliance and other matters, and internal control over financial reporting as they related to tenant files in the State elderly program; fixed asset recording; payroll procedures; and record retention - general ledger maintenance.

Ms. Zoll suggested using a basis of \$1,000 for reporting capital assets, and noted it is important to remember to reimburse the WHA for funds advanced for Fitch Court Apartments.

3. MINUTE APPROVAL - April 25, 2005 Regular Meeting

Commissioner Coyne moved approval of the minutes. The motion was seconded by Commissioner Drost. Chairperson Pier requested, and the Commissioners concurred, that the 6th line of paragraph 7.A. on page 2 be amended to state:

...approved the grant thus far because the WHA's reserves are substantial and DECD believes should be used to purchase the generators." The motion to approve the minutes, as amended, passed unanimously.

4. FINANCIAL REPORTS - April 2005

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

Chairperson Pier noted that the Recording of Cash Asset Accounts State Project is not always up to date because of different reporting dates. He also suggested that some money be moved from the Windsor Federal checking account to an interest bearing account. The charges to Account #4440, Maintenance Shop & Equipment, will be investigated. The staff was also asked to look into the Section 8 Webster Bank Money Market account.

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

A motion was made by Commissioner Drost, seconded by Commissioner Coyne, and passed unanimously to suspend the rules to consider new item 9.C., Redevelopment Plan - Mechanic Street, at this time.

9.c. Redevelopment Plan - Mechanic Street

James Burke, Economic Development Director for the Town of Windsor, explained the proposed project consisting of 50 residential units - one and two bedrooms, from 1100 to 1600 square feet, in the former Combustion Engineering building on the east side of the railroad tracks, opposite the railroad station. The units will be market priced. The Town is seeking approval for the purchase of a parcel now owned by Amtrak which is adjacent to the building in order to provide access from Central Street.

Commissioner Coyne moved approval of the plan as presented. The motion was seconded by Commissioner Bivans and passed 4-1-0; Commissioner Patsky voting in opposition.

5. BILLS AND COMMUNICATIONS

The Commissioners reviewed the Journal Inquirer article re the Town's purchase of the Amtrak parcel and discussed the possible DECD funding of a Resident Services Coordinator for the State projects.

6. EXECUTIVE DIRECTOR'S REPORT

Ms. Desrosiers provided the Commissioners with a written report of staff activities and resident issues during the past month.

Additionally, she reported that the concrete ramp at Fitch Court is crumbling and must be replaced. It is hoped that this work can be done when the sidewalks are repaired.

Ms. Desrosiers has spoken with Phil Thulen re submission of a bid for landscaping services for Millbrook Village and Shad Run. She expects to receive this bid shortly.

Commissioner Patsky inquired as to the status of painting the exterior of units at Millbrook Village. Ms. Desrosiers will put the project out for bid and hopes to have a bid opening in three or four weeks.

7. REPORT OF SUB-COMMITTEES

A. Administration - Commissioner Drost thanked the Executive Director for providing the information on abbreviations and acronyms which she requested at the last meeting. She also inquired as to the status of the request for installation of a pay phone in the community room at Millbrook Village. No action has been taken on this request.

Commissioner Drost will not be at the June 27, 2005 meeting.

B. Finance - None

C. Maintenance - Commissioner Patsky noted that:

(1) one tenant at Shad Run still does not have a parking permit. The Commissioners advised Ms. Desrosiers of the ongoing parking problems at Shad Run.

(2) he provided Phil Thulen with a list of tenant complaints and concerns re the lawn service. This list will also be given to the Executive Director.

(3) Linda Moriarty is doing a fine job of coordinating various types of tenant activities at Shad Run.

D. Policy - Commissioner Coyne will meet with the Executive Director re the Policy Manual. The Depreciation Policy will be reviewed in the near future.

Ms. Desrosiers inquired as to whether there is a policy re tenants moving from one apartment to another in the State program units. Commissioner Coyne will research this issue. However, Chairperson Pier noted that a tenant moving within the complex effectively ties up two units at the same time while one is being redecorated.

8. OLD BUSINESS (continued)

B. Bank Account Consolidation

The Fitch Court Apartments account has been moved from Fleet Bank to Windsor Federal. At this time next month it is hoped that all accounts will be in Windsor Federal.

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9. NEW BUSINESS

A. Write off Bad Debts

The Commissioners reviewed the Executive Director's letter of May 16, 2005 to CHFA re writing off a total of \$1,267.00 (non payment of rent by four tenants at Millbrook Village).

Commissioner Drost moved approval of writing off all amounts as set forth in the Executive Director's letter of May 16, 2005. The motion was seconded by Commissioner Coyne and passed unanimously.

B. Approve Income Limits for State Elderly Program

The Commissioners reviewed the Maximum Income Limits policy and noted that the maximum income limit for application to and occupancy in all State assisted elderly housing owned by the WHA shall be 80% of the median income for the area; that the maximum income allowable for occupancy shall be \$40,600 for one person, and \$46,400 for two persons.

Commissioner Drost moved to approve new the Maximum Income Limits Policy effective May 31, 2005. The motion was seconded by Commissioner Bivans and passed unanimously.

10. ADJOURNMENT

Commissioner Drost moved adjournment of the meeting. The motion was seconded by Commissioner Bivans and passed unanimously.

The meeting adjourned at 4:04 p.m.

Respectfully submitted,



These minutes were adopted on June 27, 2005.