

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

MINUTES OF REGULAR MEETING
MAY 30, 2006

The Commissioners of the Housing Authority of the town of Windsor (WHA) met in a Regular Meeting on May 30, 2006 at Millbrook Village, 35 Mack Street, Windsor, Connecticut. the meeting was called to order by Chairperson Pier at 2:00 p.m.

1. ROLL CALL

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

2. PUBLIC COMMUNICATIONS

Queenabell Killens, Apt. 35, Shad Run, inquired as to how parking permits may be obtained for unexpected visitors. She has visitors from out of town who may not arrive until after 11 P.M., and do not want to risk being towed because they do not have a permit.

Linda Moriarty, Apt.10, Shad Run, noted that she and many other tenants share Ms. Killens' concerns.

Brendan Ellis, Apt. #3, Millbrook Village, suggested that temporary parking permits be given to tenants having out of town visitors periodically.

Linda Moriarty also noted that some units at Shad Run have missing numbers making it difficult for emergency personnel to respond.

Commissioner Drost moved to consider item **9.A., Surveillance Equipment Presentation** at this time. The motion was seconded by Commissioner Richardson and passed unanimously.

Joel Kent, FBN Security Co., LLC, demonstrated the equipment which is being installed at Millbrook Village. There are three cameras which may be monitored in the WHA offices and at the Windsor Police Department, and the digital system will save the images for

approximately one month.

3. MINUTE APPROVAL - April 2006 Regular Meeting

Commissioner Drost moved approval of the minutes of the April 2006 Regular Meeting. The motion was seconded by Commissioner Patsky and passed 4-0-1; Commissioner Richardson abstaining.

4. FINANCIAL REPORTS

Commissioner Patsky moved to acknowledge receipt of the April 2006 Financial Reports. The motion was seconded by Commissioner Drost.

The Commissioners reviewed the reports for the State and Federal projects. It was noted that the deficit in account 2700 reflects accruals and the Section 8 Voucher Check Register reflects payments from the Section 8 account during the year.

The Section 8 Administration Fee Calculation reflects an increase of four units to 148, and a 94% lease-up rate.

Chairperson Pier indicated that the accountant will be providing monthly financial reports for Fitch Court.

The motion to acknowledge receipt of the April 2006 Financial Reports passed unanimously.

5. BILLS AND COMMUNICATIONS

The Commissioners received an up-to-date directory of Commission members.

6. EXECUTIVE DIRECTOR'S REPORT

Ms. Desrosiers reported that:

- May rent payments are outstanding from five tenants; three of whom have been issued Notices to Quit.
- there is one vacant unit at Millbrook Village.
- the Section 8 waiting list contains 140 names.
- it is hoped that the security cameras will be installed at Shad Run by the end of the week.

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- Engineering specifications for the Millbrook Village Siding Project are being drafted. The repairs to the doors of the electrical boxes will be included as part of the siding project.
- she is attempting to get a speaker to address the Commission and staff relative to issues of reasonable accommodations and Fair Housing practices.
- Windsor Social Services Department has been contacted to provide recreational activities for residents of the three complexes. They were not able to provide direct support, and Ms. Desrosiers will be sending letters to approximately 170 organizations in Town soliciting their help in this regard.

7. REPORT OF SUB-COMMITTEES

A. Administration - Commissioner Drost suggested that tenants speak with the Executive Director re their complaints/concerns.

B. Finance - Commissioner Bivans had no comments regarding the Finance Committee. He thanked the Executive Director for keeping the Commissioners informed about what happens at the complexes, and suggested that the Commissioners speak with her privately regarding any issues which have been brought to their attention. Commissioner Bivans welcomed Commissioner Richardson to the WHA.

Commissioner Bivans left the meeting at 2:40 p.m.

C. Maintenance - Commissioner Patsky noted that the missing unit numbers at Shad Run had been reported to the staff some time ago. Ms. Desrosiers was asked to look into the adequacy of all signage at both complexes.

D. Policy - Chairperson Pier appointed Commissioner Richardson to the Policy Committee.

8. NEW BUSINESS

A. 2005 Audit and Financial Reports

The Commissioners reviewed three documents from Scully and Wolf: cover letter giving general findings, dated March 24, 2006 which

outlined suggestions for resolving three findings; Financial Statements and Supplemental Schedules, Housing Authority of the Town of Windsor, Connecticut, year ended December 31, 2005, with independent auditors' report; and Report on Federal Awards, Housing Authority of the Town of Windsor, Connecticut, year ended December 31, 2005, with independent auditors' report.

B. Annual recertification for all Housing Authority Residents

Ms. Desrosiers explained that annual recertifications will be performed in accordance with State guidelines. In addition to providing current financial information, unit inspections and investigatory reports will be done on a yearly basis.

Commissioner Drost moved that there be annual recertification for all Housing Authority of the Town of Windsor tenants. The motion was seconded by Commissioner Patsky and passed unanimously.

C. Re-Open Director's office at Shad Run Terrace

Ms. Desrosiers will be at Shad Run two days per week; Wednesday and another day which will be determined by her schedule. Commissioner Drost suggested that notices be posted at Shad Run notifying the residents when Ms. Desrosiers will be there.

D. Elderly Housing Resident Handbook

The Commissioners were asked to review the handbook prepared by Ms. Desrosiers. Chairperson Pier asked that "Elderly" be replaced by "State."

9. OLD BUSINESS (continued from page 1)

A. Ms. Desrosiers reported that she will be preparing an application to CHFA for release of funds to pay for the surveillance equipment.

10. OTHER

Commissioner Drost moved that item **10.A., Calvin Richardson appointment to the Fitch Court Apartments Board of Directors.** of Directors be added to the agenda. The motion was seconded by Commissioner Patsky and passed unanimously.

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A. Commissioner Drost moved the appointment of Calvin Richardson to the Fitch Court Apartments Board of Directors. The motion was seconded by Commissioner Patsky and passed unanimously.

B. Commissioner Patsky inquired whether the Commissioners wanted to act upon anonymous communications each has received. Chairperson Pier explained that anonymous communications are not considered by the Commissioners.

11. ADJOURNMENT

Commissioner Drost moved adjournment of the meeting. The motion was seconded by Commissioner Patsky and passed unanimously. The meeting adjourned at 3:10 p.m.

Commissioner Drost moved to reconvene the meeting to designate Calvin Richardson as Assistant Treasurer of the Housing Authority of the Town of Windsor. The motion was seconded by Commissioner Patsky and passed unanimously.

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

The meeting adjourned at 3:14 p.m.

Respectfully submitted,

Ada H. Martin

These minutes were adopted on January 29, 2007.