

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

RECEIVED
WINDSOR, CT.

2006 APR 28 A 11: 10

MINUTES OF REGULAR MEETING
MARCH 27, 2006

The Commissioners of the Housing Authority of the Town of Windsor (WHA) met in a Regular Meeting on March 27, 2006 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 Bivans, Drost, Patsky, and Pier
Executive Director Desrosiers

2. PUBLIC COMMUNICATIONS

Margaret Olesky, #26, noted that a cable wire has been hanging loose outside of her unit. This has not been reported to the office.

Walter Oszurek, #27, reported that Comcast was on site earlier today and will begin excavating shortly.

Joseph Breault, Millbrook Village, indicated that he has been attempting to resolve some social issues and has organized some social activities at Millbrook Village. He also noted that a cart he had been using in the Community Room was put into the dumpster. This was not reported to the office earlier.

Arthur Lindsey, Millbrook Village, described the difficulties he has had with other tenants.

Jeanette Breault, #18, inquired as to whether areas outside of the units will be sprayed for ants. Ms. Desrosiers explained that this will be done when the weather warms up.

Tammy Lindsey, Millbrook Village, thanked Mr. Breault for his efforts to resolve disputes.

3. MINUTE APPROVAL - February 2006 Regular Meeting

Commissioner Drost moved approval of the minutes. The motion was seconded by Commissioner Patsky. Corrections were made as follows:
Page 2, line 6: ... a copy of the **Section 8** budget;

Page 4, item 8.A., line 4: ..1% of their annual compensation for
Page 4, item 8.A., lines 7 and 8: ... is paid 10% by the employee, and 90%
by the WHA.

The motion to approve the minutes, as corrected, passed unanimously.

4. FINANCIAL REPORTS - February 2006

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

Chairperson Pier noted that, to date, no payments have been made from accounts #4711 and #4715, Insurance and PILOT. This is also true in Section 8 accounts #4120, 4130, 4170.1, 4190.2, 4190.4, 4190.7, and 4190.8.

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

5. BILLS AND COMMUNICATIONS

The Executive Director provided the Commissioners with copies of Raised Bill No. 361, An Act Concerning Possessions and Personal Effects of Tenants Evicted from Residential Property.

6. EXECUTIVE DIRECTOR'S REPORT

Ms. Desrosiers reported that:

- Rent payments are outstanding from two tenants. Each has received a Notice to Quit Possession as they have been habitually late for the past two years.
- It has been decided not to provide monthly cash allowances for social activities at the complexes. The complexes continue to have social gatherings/meetings.
- The Section 8 lease up rate is 90%, and the waiting list contains 145 names.
- Section 8 tenants have been advised that after April 1, 2006 the WHA will randomly investigate voucher holders' income via new HUD software.
- There is no requirement for filing a Section 8 budget with HUD. The financing provided by HUD may be used by the WHA in any manner compliant with HUD's guidelines.
- Ed Hollick has provided excellent service to the WHA.
- RFP's for legal counsel have been sent to five attorneys and responses are due by April 15, 2006.
- Leslie Zoll, of Scully and Wolf, has begun the 2005 audit.

WHA

March 27, 2006

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- An application has been submitted to the Housing Authority Insurance Group for a Housing Authority Risk Retention Innovation Award. The basis for the application is the partnership between the WHA, the Windsor Police Department, and the Windsor Department of Social Services to facilitate crime prevention at the State properties.
- An inventory of Capital Assets has been completed.

7. REPORT OF SUB-COMMITTEES

- A. Administration - None
- B. Finance - None

C. Maintenance - Commissioner Patsky inquired whether tables and benches will be placed at Shad Run Terrace. Ms. Desrosiers responded that she was advised tables have not been used previously and new ones have not been ordered. New benches are on order, and if the tenants wish, an order will be placed for tables.

Chairperson Pier requested that a procedure be developed to identify which plantings tenants do not want disturbed. This information should be transmitted to the lawn and grounds care provider.

8. NEW BUSINESS

- A. MV Painting Project

Bids ranging from \$35,550 to \$66,100 have been received from five contractors. They were inconsistent in that some did not include wood replacement. Ms. Desrosiers was directed to look into alternative improvements, i.e., siding, and spray applied siding. She has already spoken with one contractor who estimated \$123,000 for installing siding and replacing wood. CHFA has advised the staff that an engineer should be consulted to help determine the best alternative.

- B. Commercial Rent for Section 8 Office Space

The Executive Director provided each Commissioner with a compilation of utility expenses incurred for common areas at Fitch Court for the Section 8, State, and Fitch Court programs. The analysis showed an annual cost of approximately \$2,000 for each program. She also distributed an analysis of rent calculations for office space for each program and established a cost

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basis of \$14.00 per square foot. The square footage at Fitch Court allocated to the three programs ranged from 3.83% to 4.10%. Consideration of reimbursing expenses for the State and Federal programs to Fitch Court Apartments will be on the April 24, 2006 meeting agenda.

Commissioners Drost and Bivans were in favor of the proposal, provided the funds are put into the Fitch Court capital improvements account.

C. Scully & Wolf 2005 Audit

It was the consensus of the Commissioners that the WHA retain Scully and Wolf for the 2005 audit. Bids will be solicited for the 2006 audit at the end of 2005.

9. OLD BUSINESS

A. Security Cameras at State Housing Sites

Ms. Desrosiers distributed information on two bids received for surveillance equipment for Millbrook Village and Shad Run Terrace. The bids were from FBN Security Co. LLC for \$14,590 and Associated Security Corporation in the amount of \$15,240. This program will be done in partnership with the Windsor Police and Social Services Departments, and the Police Department will monitor the system 24 hours per day, 7 days per week.

Commissioner Drost moved that FBN Security Co. LLC be awarded the contract for surveillance of Millbrook Village and Shad Run Terrace. The Executive Director to decide the placement of cameras. The motion was seconded by Commissioner Bivans and passed unanimously.

B. Ms. Desrosiers reported that CHFA has given the WHA three computers. They will be placed in common areas at Fitch Court and Millbrook Village, and in the Maintenance Office at Fitch Court. The Executive Director will purchase monitors for each unit; they will not be connected to the internet.

C. The Executive Director reminded the Commissioners that there is no designated Social Director at any WHA location.

10. ADJOURNMENT

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

The meeting adjourned at 3:10 p.m.

Respectfully submitted,

Adw. H. Martin

These minutes were approved on April 24, 2006.