

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

MINUTES OF REGULAR MEETING  
JANUARY 30, 2006

The Commissioners of the Housing Authority of the Town of Windsor (WHA) met in a Regular Meeting on January 30, 2006 at Fitch Court Apartments, 156 Bloomfield Avenue, Windsor, Connecticut. The meeting was called to order by Chairperson Pier at 2:00 p.m.

1. ROLL CALL

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

Absent: Commissioner Bivans

2. PUBLIC COMMUNICATIONS - None

Commissioner Drost moved to recess the meeting subject to the call of the Chair. The motion was seconded by Commissioner Patsky and passed unanimously. The meeting recessed at 2:03 p.m.

The meeting resumed at 2:44 p.m.

3. MINUTE APPROVAL - December Regular Meeting  
and Annual Meeting

Commissioner Patsky moved approval of the minutes of the Regular Meeting of December 29, 2005 and the Annual Meeting of December 29, 2005. The motion was seconded by Commissioner Drost and passed unanimously.

The Commissioners observed a moment of silence in memory of Samuel B. Robinson, Sr. a long time member of the WHA and a resident of Fitch Court Apartments.

4. FINANCIAL REPORTS - December 2005, End of Year 2005

Commissioner Drost moved to acknowledge receipt of the December and Year-End Financial Reports. The motion was seconded by Commissioner Patsky.

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The Commissioners reviewed the reports and noted the following:

- Variances in accounts #4120.1, 4131, 4151, 4310, 4440, 4710, 4711, and 4715.
- A summary of charges to account 2830.4 totaling \$48,217.46.

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

5.                  BILLS AND COMMUNICATIONS - None

6.                  EXECUTIVE DIRECTOR'S REPORT

Ms. Desrosiers reported on the following:

- rents are outstanding from four SRT/MV tenants; arrangements have been made with three - the fourth tenant has ignored communications from the office and has been sent a Notice to Quit Possession. There are currently two vacant units; and 30 applicants on the waiting list.
- several tenants have received notices regarding minor policy infractions. Most have responded and complied with WHA policy.
- the Section 8 waiting list contains 145 names. The current lease up rate is 157 vouchers. We have been advised that the WHA is exempt from SEMAP reporting for 2006.
- the Commissioners have received a draft of the RFP for painting the exterior of all buildings at MBV, along with a list of potential vendors.
- the names of phone numbers of Ms. Desrosiers and Mr. Rizzuto have been added to the emergency contact list distributed by the Town of Windsor. The Executive Director has spoken with Dr. Petrillo and the Windsor Police Department requesting that the emergency contact number be that of Mr. Rizzuto's cell phone.
- Attorney Rudy Arnold will no longer be the WHA's legal counsel.
- The Windsor Department of Health and Social Services has committed to donating funds for the acquisition of surveillance cameras on the Shad Run and Millbrook Village properties. The Police Department will monitor the cameras if compatible equipment is used. Associated Security serves as the Police Department's consultant and will provide system requirements to the WHA within the next few weeks.

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- Tenant concerns were expressed re handicapped parking at Shad Run Terrace. In response to this concern, one of the existing handicapped spaces will be relocated to provide room for van space.
- An outline of the New Telephone Tree system was provided to each Commissioner and will be distributed to all tenants and posted on all bulletin boards.

7. REPORT OF SUB COMMITTEES

A. Administration - Commissioner Drost inquired as to the waiting list criteria. She was advised that if a unit is offered, and refused, the prospective tenant's name is moved to the bottom of the waiting list. A name is not removed from the list unless requested by the applicant.

B. Finance - Chairperson Pier noted that all WHA accounts are now in the care of Windsor Federal Savings and Loan Association, and the State Treasury Investment Fund (STIF).

C. Maintenance - Commissioner Patsky suggested making a donation to the Windsor Recovery Club to honor Samuel Robinson. He noted that the Club has prepared meals for the WHA on numerous occasions. (See item 9.A. below.)

D. Policy - None

8. NEW BUSINESS

A. Resolutions

Pet Policy:

The following resolution was moved by Commissioner Drost, seconded by Commissioner Patsky, and passed unanimously:

BE IT RESOLVED, that the Commissioners of the Housing Authority of the Town of Windsor, this thirtieth day of January, 2006, at a regular meeting, hereby amend and restate its Pet Ownership Rules and Regulations adopted July 9, 1996. The Board of Commissioners of the Windsor Housing Authority, hereby amend paragraph seven (7) to state: PETS ALLOWED: One (1) small dog and one (1) cat; or two (2) cats; or two (2) birds. No exotic or wild animals, such as boa constrictors, snakes of any kind, rodents, cougars, etc. Violations of the Pet Policy may result in fines or the loss of the pet.

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Signatory Resolution:

The following resolution was moved by Commissioner Patsky, seconded by Commissioner Drost, and passed unanimously:  
BE IT RESOLVED, that the Commissioners of the Housing Authority of the Town of Windsor, this 30th day of January, 2006, at a regular meeting, hereby amend and restate its resolution made the 23rd day of January, 1995. The Board of Commissioners of the Housing Authority of the Town of Windsor hereby resolve that all checks, drafts, notes and other evidence of debt in the name of the Housing Authority of the Town of Windsor shall bear two (2) authorized signatures. The authorized signatures are limited to the sitting members of the Board of Commissioners and the Executive Director.

Application Screening Resolution:

The following resolution was moved by Commissioner Drost, seconded by Commissioner Patsky, and passed unanimously:  
BE IT RESOLVED, that the Commissioners of the Housing Authority of the Town of Windsor, this 30th day of January, 2006, at a regular meeting, hereby amend and restate its Application Screening Policy adopted June 30, 1997. The Board of Commissioners of the Housing Authority of the Town of Windsor hereby resolve that all applicants for housing are subject to an inspection of public records relative to credit worthiness, criminal activities history and prior legal actions. The compilation of such records may be processed by a third-party agent. Upon review of such records, the Executive Director will evaluate each applicant's candidacy as a resident of the Housing Authority of the Town of Windsor. Applicants with prior criminal histories, eviction judgments, or a persistent history of non-payment of personal debt may be refused housing at the discretion of the Executive Director.

B. Commemorative Certificate of Appreciation

The Commissioners were shown the Certificate of Appreciation which will be presented to former Commissioner Rita Melley Coyne by the Windsor Town Council.

9. OTHER

A. Donation to the Windsor Recovery Club

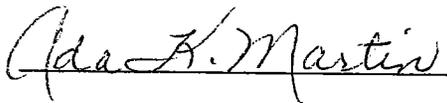
Commissioner Drost moved that the WHA donate \$50.00 to the Windsor Recovery Club to honor the memory of Samuel B. Robinson. The motion was seconded by Commissioner Patsky and passed unanimously.

10. ADJOURNMENT

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

The meeting adjourned at 3:58 p.m.

Respectfully submitted,



These minutes were approved on February 27, 2006.