



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

(CORRECTED)

MINUTES OF REGULAR MEETING
July 31, 2006

The Commissioners of the Housing Authority of the Town of Windsor (WHA) met in a regular meeting on July 31, 2006 at Fitch Court Apartment. The meeting was called to order by Chairperson Pier at 2:01 p.m.

I. **ROLL CALL**

Present: Commissioners Drost, Bivens, Richardson, Pier and Rondinone.
Executive Director Sandra Desrosiers.
Commissioner Pier welcomed Della Rondinone as Commissioner.

2. **PUBLIC COMMUNICATIONS**

Archie Butler of Millbrook Village Apt. A-4 stated he made a complaint about bugs in his apartment on June 2, 2006 and it was June 22, 2006 before someone came out. Chairperson Pier said he would check on this matter with the office and find out what the delay was.

Linda Moriarty of Shad Run Terrace Apt. 10 complained as to the garbage not being picked up. Several tenants said the garbage cans had maggots. Linda asked if the cans can be washed out by staff. Executive Director Desrosiers apologized for the garbage and explained this was to be corrected on Tuesday. The young man that was picking up the garbage will no longer be able to as he hurt his shoulder. Ms. Desrosiers has contacted MARC for this and there will be a crew of six (6) with two (2) supervisors.

3. **MINUTE APPROVAL** – May 2006 Regular Meeting

There were no minutes to be approved as there was no quorum. Chairperson Pier moved to acknowledge receipt of the minutes. The motion was seconded by Commissioner Bivens and passed unanimously.

4. **FINANCIAL REPORTS – May 2006 and June 2006**

Commissioner Drost moved to acknowledge receipt of May and June Financial Reports. Motion was seconded by Commissioner Bivens. Chairperson Pier said we are operating within our budget. Chairperson Pier also stated all bank accounts are in Windsor Federal Bank except the State of Connecticut account. We have online access daily to all accounts.

5. **BILLS AND COMMUNICATIONS**

Executive Director Desrosiers has been selected to receive an Honorable Mention for the Housing Authority Risk Retention Innovation Award. She will be accepting this award Sept. 18, 2006 in Stowe, Vt. She also has been nominated to the Risk Control Committee.

6. **EXECUTIVE DIRECTOR'S REPORT**

Ms. Desrosiers reported:

New in the Commissioners package is a Notice of legal actions. This can be published as this is information that is also available to the public.

There are no vacancies as of July 31, 2006.

She is looking for volunteers from the community to host activities for the residents.

She has received concerns regarding the behavioral activities of tenants at both properties. The surveillance cameras has been able to capture many of the problems.

Annual inspections have begun at both properties.

She will be attending the Housing Fair for senior residents the second week of September and is in the process of developing a brochure.

Day of Caring scheduled for September will consist of volunteers Painting the doors at Millbrook Village.

7. **REPORT OF SUB-COMMITTEES**

- A. **Administration** – Commissioner Drost suggested sending a letter to Mr. Patsky for a job well done as Tenant Commissioner.
- B. **Finance** – None
- C. **Maintenance** – None
- D. **Policy** – None

8. **NEW BUSINESS**

A. **Commissioner Assignment**

The Vice Chairperson seat is available. Chairperson Pier moved to nominate Mary Drost as Vice Chairperson. Commissioner Richardson seconded the motion. The motion passed 4 - 0. Commissioner Drost resigned as Secretary and the Secretary seat is available. Commissioner Drost moved to nominate Della Rondinone as Secretary. Commissioner Bivens seconded the motion. Commissioner Rondinone was assigned to the Maintenance sub-committee.

B. **ANNUAL PLAN FOR SECTION 8**

The Annual Plan for Section 8 has been developed and notice has been posted in the Journal Inquirer on August 2, 3, and 4, 2006 for the October meeting.

9. **OLD BUSINESS**

A. **Attorney Assignment**

Three resumes were received for this position. Executive Director Desrosiers recommended Halloran and Sage for evictions and Victor Feigenbaum for the more difficult cases. Chairperson Pier moved to let The Executive Director decide who to use for what service. The motion was seconded by Commissioner Drost and passed unanimously.

B. **Elderly Housing Resident Handbook**

Chairperson Pier suggested correct the spelling to The Housing Authority of the Town of Windsor. Commissioner Drost moved to publish the handbook. The motion was seconded by Commissioner Bivens and passed unanimously.

C. **Millbrook Village Siding**

CHFA engineers suggested siding the buildings, instead of painting. The tenants will pick the colors to paint the doors to the apartments. This painting will begin in September.

D. ANNUAL EVALUATION EXECUTIVE DIRECTOR

Executive Director Desrosiers asked to go to Executive Session. The Commissioners moved to go into Executive Session at 3:55 p.m. The Executive session ended at 4:30 p.m. Commissioner Bivens moved To increase the Executive Director's compensation by 3-1/2 % effective May 2, 2006. The motion was seconded by Commissioner Drost and passed unanimously. The Commissioners expressed intent to next review The Executive Director in January 2007, along with the other employees.

10. **ADJOURNMENT**

Commissioner Drost moved adjournment of the meeting. The motion was seconded by Commissioner Richardson and passed unanimously. The meeting adjourned at 4:31 p.m.

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

Respectfully submitted,



Linda MacFarlane