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HOUSING AUTHORITY OF THE TOWN OF WINDSOR

156 Bloomfield Avenue
Windsor, Connecticut 06095

MINUTES OF REGULAR MEETING
OCTOBER 30, 2006

The Commissioners of the Housing Authority of the Town of Windsor (WHA) met in a Regular Meeting on October 30, 2006 at Fitch Court Apartments, 156 Bloomfield Avenue, Windsor, Connecticut. The meeting was called to order by Chairperson Pier at 2:01 p.m.

1. ROLL CALL

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

Absent: Commissioners Bivans and Richardson

2. PUBLIC COMMUNICATIONS - None

3. MINUTE APPROVAL - September 2006 Regular Meeting

Commissioner Drost moved approval of the minutes. The motion was seconded by Commissioner Rondinone and passed unanimously.

4. FINANCIAL REPORTS - September 2006

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

The Commissioners reviewed and discussed the reports and noted the following:

- Ms. Desrosiers spoke with Mr. Sullivan regarding account #2810.4, and it has been removed from the reports. She will investigate what charges are made to account #2314.

- the Section 8 program lease up rate is 95%; it is anticipated that this will increase shortly.

- variances were noted in accounts #3100.1, 4131.1, 4153, 4310, 4420, 4430, 4440, 4710, and 4711.

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

5. BILLS AND COMMUNICATIONS

By letter of October 17, 2006 the DECD approved management's response to the 2005 audit.

6. EXECUTIVE DIRECTOR'S REPORT

Ms. Desrosiers reported that:

- the Millbrook Village residing has been delayed at the request of the contractor and will begin in December. In appreciation of management's agreement to this delay the contractor will install all new gutters and downspouts at no charge (it is estimated that these materials and the installation would have cost approximately \$26,000).
- she is proposing reassignment of duties effective January 1, 2007. The Administrative Assistant will be responsible for all enterprise bookkeeping services and office management activities. The Fitch Court Property Manager position will become full-time and she will assume tenant-related services for each property, in addition to tracking work orders, inventory and supplies. A new position of full-time maintenance person to work on all three properties is proposed in order to reduce dependency on contracted services.
- fire safety information was provided to the tenants during the week of October 10th.
- the television set in the Millbrook Village Community Room will be replaced.
- meetings to discuss the base rent increase have been scheduled at Millbrook Village and Shad Run.
- the Section 8 waiting list contains 140 names.
- several residents of Millbrook Village have sought permission to paint the interior of their units. This has been granted, subject to approval of color selection, a check of general painting knowledge, and a signed agreement waiving any WHA liability for damages relevant to the painting activities.

7. REPORT OF SUB-COMMITTEES

A. Administration - None

B. Finance - None

C. Maintenance - Commissioner Rondinone related tenant complaints regarding tenants and visitors speeding through Shad Run, and asked that new numbers be provided to more easily identify the units at Shad Run. It was noted that a tenant, Mr. Clark, will begin holding prayer meetings in the Shad Run Community Room.

D. Policy - None

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A motion was made by Commissioner Drost, seconded by Commissioner Rondinone, and passed unanimously to recess the meeting to the call of the Chair.

The meeting recessed at 2:24 p.m. and resumed at 4:16 p.m.

8. NEW BUSINESS

C. 2007 Meeting Schedule

A motion was made by Commissioner Rondinone, seconded by Commissioner Drost and passed unanimously to schedule meetings on the last Monday of each month except for the months of May and December. The May meeting to be held on Monday, the 21st, and the December meeting on Thursday, the 27th.

B. Strategic Planning - Mapping Agency Goals and Objectives

The Commissioners received copies of a document outlining strategic planning in nonprofit or for-profit organizations. It is hoped that this planning may begin during the Spring of 2007.

A. Management Plan 2007, Budget Review

The Executive Director provided the Commissioners with information as to which residents may be affected by the proposed increase in base rents to \$131 monthly. A special meeting of the WHA will be scheduled to vote on this proposal.

The Project Management Plan, dated October 27, 2006, and the budget for the State program have been reviewed by CHFA.

9. OLD BUSINESS

A. Base Rent Increase - see item 8.A. above.

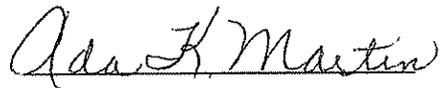
10. OTHER - None

11. ADJOURNMENT

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

The meeting adjourned at 4:59 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Ada H. Martin".

These minutes were approved on November 27, 2006.