

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

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MINUTES OF REGULAR MEETING  
NOVEMBER 27, 2006

The Commissioners of the Housing Authority of the Town of Windsor (WHA) met in a Regular Meeting on November 27, 2006 at 35 Mack Street, Windsor, Connecticut. The meeting was called to order by Chairperson Pier at 2:06 p.m.

1. ROLL CALL

Present: Commissioners Drost, Pier, Richardson, and Rondinone  
Executive Director Desrosiers  
Absent: Commissioner Bivans

2. PUBLIC COMMUNICATIONS

Marilyn Holloway, Shad Run Terrace: asked that the light which had been vandalized be replaced; noted that a non-resident often walks through the units and annoys residents; and that a person has been observed looking under and into a resident's car. Ms. Holloway was advised that the walkway from Deerfield Road is a public way. The staff was directed to take the necessary steps to improve lighting.

Nancy Jensen, Shad Run Terrace: noted that the surveillance cameras do not cover 100% of the parking area. It was explained that it is impossible for existing equipment to cover all of the area. However, camera angles have been changed since last week and are changed on a regular basis.

3. MINUTE APPROVAL - October 2006 Regular Meeting

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

Commissioner Richardson moved to add the Minutes of the November 6, 2006 Special Meeting to the agenda. The motion was seconded by Commissioner Drost and passed unanimously.

Minutes of November 6, 2006 Special Meeting

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

4. FINANCIAL REPORTS - October 2006

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

State Program:

The Commissioners reviewed the financial reports and noted variances in accounts: 3100.1, 4130, 4131.1, 4153, 4310, 4420, 4430, and 4710.

It was suggested that some expenses in account 4430, Contractual Services, may be reappropriated to account 4810, R.M.&R. Ms. Desrosiers will investigate which charges may be reallocated.

The Commissioners discussed the replacement program for stoves, hot water heaters, refrigerators, and the schedule for painting apartments. It was noted that most of the refrigerators have been replaced within the last five years and only 58 water heaters have not been replaced since 2004.

Federal Program:

Variances were noted in accounts 4150, 4170, 4190.6, and 4590.

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

5.                  BILLS AND COMMUNICATIONS

The Commissioners acknowledged receipt of the following letters:

- November 3, 2006 from John S. Sullivan, CPA, agreeing with Ms. Desrosiers proposal to establish a "Revolving Fund Checking Account" to pay bills for all projects except Section 8. Ms. Desrosiers noted that Section 8 funds will continue to be deposited in a Money Market account.
- November 17, 2006 from CHFA relative to the Annual Management Plan.

6.                  EXECUTIVE DIRECTOR'S REPORT

Executive Director Desrosiers reported that:

- 150 Section 8 vouchers are out; and she considers the program to be fully leased. Ms. Desrosiers remarked that the fee accountant and HUD use different criteria to determine the % leased.
- she is considering year-end bonuses for full and part-time staff.
- new job descriptions have been prepared for the Property Manager, Administrative Assistant, and Maintenance Person.
- a new television has been purchased for the Millbrook Village community room. She is looking into grants to refurbish that room.

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- public meetings were held at each complex to explain the base rent

increase.

- there are no vacancies at either complex; there are 50 applicants on the waiting list.
- the staff will meet with three companies to discuss software for the Section 8 program.
- new siding is being installed at Millbrook Village.
- CL&P will replace all existing exterior light fixtures at no cost to the WHA. However, extensive rewiring is necessary to have fixtures for the alarms and nightlights.
- the WHA's annual report was presented to the Town Council.

## 7. REPORT OF SUB-COMMITTEES

A. Administration - Commissioner Drost questioned some cash receipts for the State program.

B. Finance - None

C. Maintenance - Commissioner Rondinone reported Shad Run tenant concerns relative to:

- increased police presence;
- tenant vandalism of mail boxes (the Police Department was notified by tenants);
- visitors are parking in spaces which are designated for tenants only. The Commissioners commented that anyone without a resident parking permit may have their vehicle towed. All visitors should park near the Community Building.
- the installation of additional surveillance cameras. The staff will follow up on this request.
- the need for additional lighting. The staff will investigate whether additional or brighter lights may be installed without disturbing tenants or interfering with the cameras (causing glare).
- the known drug dealer who walks through the property and knocks on doors.
- the Millbrook Village tenant who was inspecting a car owned by a Shad Run resident.
- the vehicle belonging to a resident who is now in a nursing home is expected to be removed from the property on December 1st.

Thanks were expressed to the Recovery Club for providing holiday dinners to residents of Shad Run. A thank you note will be sent to the Recovery Club by the staff.

D. Policy - None

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Commissioner Drost moved to consider item 9. Old Business at this time. The motion was seconded by Commissioner Rondinone and passed unanimously.

9. OLD BUSINESS

A. Budget Management Plan 2007

It was noted that the budget includes: previously adopted base rent increases; rent payments of slightly less than \$1,000 monthly to Fitch Court Apartments (a written lease will be drawn up); and the compensation for a full-time Maintenance Person. Staff salaries are determined by the Executive Director; the Commissioners establish the compensation paid to the Executive Director. The Recorder's compensation was increased by \$480 annually and that amount will be deducted from the proposed RM&R account. Chairperson Pier remarked that the budget reflects a decrease in the RM&R account as compared with 2006; with a substantial increase in Operating Expenses (from \$276,000 in 2006 to \$328,000 in 2007) and no substantial increase in revenues. He also noted that funding in the budget is not an authorization to hire someone; it is simply a dollar allocation and the Commissioners must authorize any new positions.

Commissioner Richardson questioned what the major differences are between the 2006 and 2007 budget. It was explained that Administration expenses increased from \$87,700 to \$127,000; utilities and water were underbudgeted; Maintenance expense increased from \$93,000 to \$115,000. Chairperson Pier cautioned that the only source for RM&R is tenant rents, and the trend has been for these to be declining.

An increase in account 3620, Interest Income, was projected based on the good interest rate in the STIF account.

Commissioner Drost moved to adopt the budget as proposed, with the adjustment in the Recorder's compensation to \$2400, the offsetting amount to come out of account 4810, RM&R. The motion was seconded by Commissioner Richardson and passed unanimously.

8. NEW BUSINESS

A. Executive Director Evaluation

It was agreed that the staff review and compensation process will be done on an calendar year basis, and that the review include duties for all three agencies.

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Ms. Desrosiers provided the Commissioners with a Performance Evaluation Form she had completed, along with an outline of 2006 Accomplishments and 2007 Goals. Chairperson Pier suggested that the Director's Evaluation Form be revised to reflect duties currently performed. Ms. Desrosiers will attempt to get evaluation forms from other Housing Authorities that have a Federal housing component.

Ms. Desrosiers indicated she would prefer that the Evaluation be done in Executive Session.

10. OTHER - None

11. ADJOURNMENT

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

The meeting adjourned at 4:07 p.m.

Respectfully submitted,

Ada H. Martin

These minutes were adopted, as corrected, on December 26, 2006.