

APR 24 2007  
HOUSING AUTHORITY OF THE TOWN OF WINDSOR  
156 Bloomfield Avenue  
Windsor, Connecticut 06095

MINUTES OF REGULAR MEETING  
APRIL 30, 2007

The Commissioners of the Housing Authority of the Town of Windsor (WHA) met in a Regular Meeting on April 30, 2007 at Fitch Court Apartments, 156 Bloomfield Avenue, Windsor, Connecticut. The meeting was called to order by Chairperson Pier at 2:04 p.m.

1. ROLL CALL

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

2. PUBLIC COMMUNICATIONS

Marilyn Holloway, #23 Shad Run Terrace, expressed concern over tenant issues at Shad Run.

3. MINUTE APPROVAL - March 26, 2007 Regular Meeting

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

4. FINANCIAL REPORTS - March 2007, First Quarter 2007

Commissioner Drost moved to acknowledge receipt of the financial reports. The motion was seconded by Commissioner Richardson.

The Commissioners reviewed the reports and discussed the reasons for the following accounts which were under/over budget: 3100.1, 3210, 4130, 4153, 4159, 4160, 4161, 4320, 4420, 4421, and 4430. It was noted that some of the accounts are "front loaded" and will average out over the year. Account 4420 has been charged for water heaters; however, that expense should have been (and will be) assigned to the RM&R account.

Chairperson Pier questioned what the "Undesignated HAP" monies on the Analysis of Reserves allocations represents. Ms. Desrosiers will ask the accountant for an explanation.

The Section 8 program is 95% leased up, and there are 106 applicants on the waiting list.

The motion to acknowledge receipt of the financial reports passed unanimously.

5.                  BILLS AND COMMUNICATIONS - None

6.                  EXECUTIVE DIRECTOR'S REPORT

Ms. Desrosiers reported that:

- there continues to be a high turnover at Millbrook Village and Shad Run.
- because of vandalism in the community room at Millbrook Village many residents have become actively involved with the Windsor Police Department in a Neighborhood Watch program. There are "captains" from each building, and two police officers have been designated as direct contacts. In addition, all residents are invited to meet every Tuesday in the community room to discuss concerns and solutions.
- signs will be installed at Millbrook Village indicating that the area is under surveillance.
- the fence line bordering the property to the west has been cleaned up.
- the efforts of Marshall Shannon, a resident of Millbrook Village, to beautify the grounds surrounding the community building are greatly appreciated.
- residents of both complexes have volunteered to begin a gardening club.
- two vacant units at Shad Run have been leased up for May 15th.
- Linda MacFarlane resigned effective May 9, and Shelley McDougall has been hired as the Section 8 Administrator effective April 30, 2007.
- Malletta & Company has begun the 2006 audit.
- there was a trespassing incident at Shad Run Terrace on Friday evening, April 27th. The Windsor Police Department and the Executive Director responded.

7.                  REPORT OF SUB-COMMITTEES

A.    Administration - Commissioner Drost reported that the Kiwanis Club is prepared to paint the Community Room in Millbrook Village prior to the dedication of Dr. Mack's paintings at Noon on June 15th. Commissioner Drost will ask the newspapers to cover the dedication and Ms. Desrosiers will prepare invitations to the event.

B.    Finance - None

C.    Maintenance - Commissioner Rondinone has received numerous calls regarding safety and security at Shad Run Terrace, and asked that this matter be resolved permanently. It was noted that tenants should express

their concerns to the Executive Director and that Ms. Desrosiers is at Shad Run every Wednesday. If a tenant does not feel their concerns are being addressed by the staff, they should contact one of the Commissioners. The Executive Director indicated that no one expressed concerns to her. Commissioner Rondinone also requested that the security camera monitors be repositioned so they may not be viewed by the tenants. Ms. Desrosiers explained that the monitors are turned to the wall when personnel are not in the room; they are only visible when the staff is present and looking at them.

D. Policy - None

8. OLD BUSINESS

A. Adoption of Section 125 Cafeteria Plan - The plan was approved by the Commissioners on February 26, 2007 and is ready for the Chairperson's signature.

B. Property Management Opportunities

Ms. Desrosiers explained that the Bloomfield Housing Authority is looking for a property manager for twelve (12) single family and two (2) two family satellite housing units. The management fee must be negotiated. It was noted that any contracted services for these properties will not be included in the management fee.

9. NEW BUSINESS

A. Adoption of Maximum Income Limits Policy

Commissioner Drost moved to adopt the following Maximum Income Limits Policy: 1. Effective April 30, 2007, the Maximum Income Limits for application to and continued occupancy in all State assisted Elderly Housing owned by the Housing Authority of the Town of Windsor shall be 80% of the Median Income for the area in which such housing is located based on the latest U.S. Department of Housing and Urban Development's published income guideline.

2. The Maximum income allowable for occupancy: One Person - \$41,700; Two Persons - \$47,700.

3. This resolution rescinds and replaces any and all previous resolutions establishing Maximum Income Limits for application and continued occupancy for all State assisted Elderly housing owned by the Housing Authority of the Town of Windsor.

The motion was seconded by Commissioner Richardson and passed unanimously.

10. OTHER - None

11. ADJOURNMENT

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

The meeting adjourned at 3:06 p.m.

Respectfully submitted,

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

Ada K. Martin

These minutes were approved on May 21, 2007.