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

2007 JUN 28 A 11:10
MINUTES OF REGULAR MEETING
MAY 21, 2007

The Commissioners of the Housing Authority of the Town of Windsor (WHA) met in a Regular Meeting on May 21, 2007 at Millbrook Village, 35 Mack Street, 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 - April 30, 2007 Meeting

Commissioner Drost moved approval of the minutes. The motion was seconded by Commissioner Rondinone. Chairperson Pier noted a typographical error in the third line of item 8.B. The word "most" should be "must." The minutes, as corrected, were approved unanimously.

4. FINANCIAL REPORTS - Internal Drafts

This item was not considered because reports had not been received from the fee accountant.

5. BILLS AND COMMUNICATIONS

It was noted that the WHA is the Plaintiff in the following action: Kimberly A. Gilbert vs. John Pier and Sandra Desrosiers.

6. EXECUTIVE DIRECTOR'S REPORT

Ms. Desrosiers noted that:

- There is one vacancy at Millbrook Village for June; the unit requires extensive cleaning and preparation.
- Anticipated improvements at Millbrook Village include gardening projects, replacement of carpets and painting of the Community Room. It is hoped these will be complete before June 15th. New signage has been installed.
- The tenant Neighborhood Watch group has been active in monitoring movements of non-residents and have been calling the Executive Director

movements of non-residents and have been calling the Executive Director with their concerns.

- There are 83 applicants on the Section 8 waiting list. When the number drops to 50 the list will be reopened, possibly during the summer.
- Jim Kupya has joined the Maintenance staff.
- Eight apartments have been turned over during the past six months and much rehabilitation work was done to those units.
- Six new picnic tables have been ordered: 3 for the State facilities and 3 for Fitch Court.

The Commissioners and Ms. Desrosiers thanked Commissioner Drost for her coordination of projects by the Civitan and Kiwanis Clubs to paint the Millbrook Village Community Room and provide framing for Dr. Dan Mack's "Ballad of Mack Street" pictures.

7. REPORT OF SUB-COMMITTEES

A. Administration - Commissioner Drost reported that at the June 4, 2007 Town Council meeting plaques will be presented to the Kiwanis and Civitan Clubs in appreciation of their improvements to the Millbrook Village Community Room.

B. Finance - None

C. Maintenance - Commissioner Rondinone:

- discussed her responsibilities as the Tenant Commissioner and how complaints from tenants should be handled.
- indicated that tenants have been advised that exterminators will be treating the exteriors of units at Shad Run on Wednesday, May 23.
- reported that a Shad Run resident has asked for permission to solicit other tenants for funding for flowers and landscaping improvements. Ms. Desrosiers indicated that this is unacceptable; it would be considered pan-handling. The landscaping improvements will be considered by the staff once a landscaping plan is available.
- advised the Commissioners that a tenant at Shad Run has requested that a surveillance camera be positioned to monitor activity at his unit; especially to monitor children throwing stones. The Executive Director responded that this will not be done.

Commissioner Drost moved to consider item **9. New Business, Review Drafted Annual Audit of State Financial Reports.** The motion was seconded by Commissioner Rondinone and passed unanimously.

Michael Maletta and Jason Geel, from Maletta & Company, joined the meeting at 2:47 p.m.

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Chairperson Pier requested that, in the future, the Commissioners be provided with a draft of the audits prior to the meeting.

Messrs. Maletta and Geel and the Commissioners discussed the May 21, 2007 drafts and the auditors' comments (in their letters of April 27, 2007) on handling Accounts Payable, Financial Records, Payroll, and Tenant Files for the State program, and Accounts Receivable/Rent Collections, Accounts Payable, Financial Records, Management Fee, Payroll, and Tenant Files for Fitch Court Apartments.

Ms. Desrosiers noted that some suggested changes in procedures have already been implemented.

The auditors left the meeting at 4:35 p.m.

8. OLD BUSINESS

A. Property Management Opportunities

The Commissioners considered Ms. Desrosiers' draft of the WHA's Management Proposal to Administer and Operate the Bloomfield Housing Authority's Portfolio of Properties and Interests, comprised of seventeen (17) scattered site units of Federally funded Family Housing, including the proposed fee schedule and staffing.

Chairperson Pier requested that, if this proposal is approved, there be careful tracking of staff time spent on the project and that this information be included in the Executive Director's monthly report to the Commissioners. It was noted that if the proposal is approved by Bloomfield, the WHA Commissioners must also act on it.

Commissioner Drost moved to authorize the Executive Director to submit a Management Proposal to Administer and Operate the Bloomfield Housing Authority's Portfolio of Properties and Interests of seventeen scattered site units of Federally funded Family Housing to the Bloomfield Housing Authority as outlined in the draft reviewed by the WHA on May 21, 2007. The motion was seconded by Commissioner Rondinone and passed unanimously.

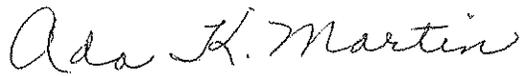
10. OTHER - None

11. ADJOURNMENT

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

The meeting adjourned at 4:50 p.m.

Respectfully submitted,



Ada K. Martin

These minutes were approved on June 25, 2007.