

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

MINUTES OF REGULAR MEETING  
MARCH 26, 2007

The Commissioners of the Housing Authority of the Town of Windsor (WHA) met in a Regular Meeting on March 26, 2007 at Shad Run Terrace, 40 Henry Street, Windsor, Connecticut. The meeting was called to order by Chairperson Pier at 2:00 p.m.

1. ROLL CALL

Present: Commissioners Bivans, Pier, Rondinone, and Richardson.  
Executive Director Desrosiers

Absent: Commissioner Drost

2. PUBLIC COMMUNICATIONS

Raina Keith, D-1, Millbrook Village, complained about: (1) promised repairs not being made; (2) crime on the property; and (3) prejudice.

3. MINUTE APPROVAL - February 2007 Regular Meeting

Commissioner Richardson moved tabling this item to the April 30, 2007 meeting. The motion was seconded by Commissioner Rondinone and passed unanimously.

4. FINANCIAL REPORTS - Draft February 2007

Commissioner Richardson moved to acknowledge receipt of the February 2007 Financial Reports. The motion was seconded by Commissioner Rondinone.

It was noted that reports have not yet been received from the fee accountant. The Commissioners reviewed reports generated by the staff and noted the following:

State Program:

- Gross Income \$1,429.45 under budget - this was attributed to vacancies.
- Other Office Expenses was \$1,557.46 over budget.
- Total Maintenance Expense was also \$4,455.46 over budget.

Section 8: 151 of 158 vouchers are leased up; this is satisfactory to HUD.

The motion to acknowledge receipt of the reports passed unanimously.

5. BILLS AND COMMUNICATIONS - None

6. EXECUTIVE DIRECTOR'S REPORT

Ms. Desrosiers reported on the following:

- Commissioner Drost was instrumental in securing a \$300 donation from the Windsor Civitan Club for framing the prints Dr. Daniel Mack is donating to the Millbrook Village Community Room .

- Commissioner Drost also successfully solicited the Windsor Kiwanis Club for a donation to pay for repainting the Millbrook Village Community Room.

It is hoped that the prints will be framed and the room painted in time for a celebration on June 15, 2007.

- there has been high turnover at Millbrook Village. Two efficiency units there have been difficult to rent because of their location, and the Commissioners were given an estimate prepared by the Maintenance Person for possibly converting these two units into one. Consideration will be given to the cost effectiveness of this conversion.

- Shad Run has two vacancies that will result in four turnovers because two tenants with limited mobility will be relocating to handicapped units. In this connection, Ms. Desrosiers asked the Maintenance Person to estimate the expense involved in converting existing units to handicapped units, and learned that it would be very costly.

- water heaters are being replaced one per month, and all that predate 1993 should be replaced within the next three years.

- the recertification process is complete and State rent receipts have increased by \$1,278 monthly because of an increase in resident income.

- she will be meeting with Mike Malletta, the new auditor, shortly.

- the in-house bookkeeping practices are in place and have provided new perspectives on current procedures. Chairperson Pier suggested that, in order to provide timely information to the Commissioners, consideration be given to the WHA generating internal monthly reports, and that these be reconciled with the fee accountant's reports on a quarterly basis. The Finance Committee will evaluate options in this regard.

- she will be attending a meeting in Oklahoma City this week as a member of the Housing Authority Insurance Group's Board of Directors. Commissioner Rondinone asked that Ms. Desrosiers prepare a summary of data she receives at meetings for the Commissioners' information.

7. REPORT OF SUB-COMMITTEES

A. Administration - None

B. Finance - None

C. Maintenance - Commissioner Rondinone reported that:

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- she has received calls regarding inconvenience caused by locking the rest rooms at the Millbrook Village Community Building. Ms. Desrosiers explained that there has been repeated vandalism there, necessitating the doors being locked.

- there is a great deal of litter in the Shad Run parking lot and adjacent areas.

D. Policy - None

8. OLD BUSINESS - None

9. NEW BUSINESS

A. Property Management Opportunities

Ms. Desrosiers provided information on a proposal from a Local Housing Authority that the WHA provide management services for its Scattered Site program. The Commissioners concurred with the proposal, but requested that risk management issues be considered. Ms. Desrosiers indicated that she would follow up on this with our insurer and the Local Housing Authority's current administrator of management services.

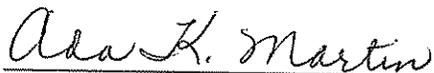
10. OTHER - None

11. ADJOURNMENT

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

The meeting adjourned at 2:44 p.m.

Respectfully submitted,



These minutes were approved on April 30, 2007.