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

2007 AUG 29 A 11:18

MINUTES OF REGULAR MEETING
JULY 30, 2007

The Commissioners of the Housing Authority of the Town of Windsor (WHA) met in a Regular Meeting on July 30, 2007 at Fitch Court Apartments, 156 Bloomfield Avenue, Windsor, Connecticut. The meeting was called to order by Chairperson Pier at 2:08 p.m.

1. ROLL CALL

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

Chairperson Pier asked that the Commissioners consider whether changing future meeting times would be more convenient for them.

2. PUBLIC COMMUNICATIONS - None

3. MINUTE APPROVAL - June 25, 2007 Regular Meeting

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

4. FINANCIAL REPORTS - May 2007

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

The reports were reviewed and the following were noted:

- the entries in accounts 3100, 3100.1, and 3210 should be discussed with the fee accountant.
- there were variances in accounts 4120, 4130, 4153, 4159, 4160, 4161, 4420 (expenses for water heaters should be reallocated to 4810), 4421, 4430, 4440, 4710, 4716.
- the Section 8 program is 95% leased up.

The motion to acknowledge receipt of the May 2007 Financial Reports passed unanimously.

5. BILLS AND COMMUNICATIONS

Chairperson Pier noted a telephone call from Paul Poirier, an abutter to Millbrook Village, regarding his opposition to the proposed Recreational Neighborhood Design Development Concept Plan for the parcel located between 147 Pigeon Hill Road and 72 Mack Street. Mr. Poirier's concerns related to the negative impact increased traffic would have on the neighborhood.

6. EXECUTIVE DIRECTOR'S REPORT

Ms. Desrosiers reported that:

- she did an evaluation of the WHA's current utility allowances and determined that they are within reason of the tenants' documented costs; therefore no adjustments will be made. An evaluation of the Utility Allowance Schedule is conducted each July.
- there are two vacant handicapped accessible units at Shad Run. Each will be leased up in August. One will be occupied by an existing tenant at Shad Run who has experienced a loss of mobility.
- effective August 1 Property Manager Susan Callahan will be at Fitch Court and Millbrook Village twice a week, and at Shad Run Terrace once weekly in order to accommodate the Renter's Rebate program. After the program ends in September, Ms. Callahan will be at Shad Run and Millbrook Village two days each week, and one day at Fitch Court. Ms. Desrosiers will be at Shad Run on Wednesdays through September.
- personnel evaluations have been completed for Susan Callahan and Brian Pettison.
- power washing of the Shad Run Terrace units has begun.
- mileage costs are escalating and the purchase of a vehicle is being considered (see later in the agenda).
- Fee Accountant Sullivan met with Auditor Malletta and a plan of action was developed that encompassed implementing all of Malletta's proposed adjustments of entries as presented to the Commissioners, and Sullivan's office providing future transmissions to the auditors electronically.
- tenant meetings have been held at each complex with Susan Callahan, Property Manager, WHA, and Toby Shiel, from Windsor Social Services.
- the transition to manage Bloomfield scattered site units is progressing well. The time and expenses relative to this program are being carefully documented and monitored.

7. REPORT OF SUB-COMMITTEES

- A. Administration - None
- B. Finance - None
- D. Policy - None

C. Maintenance - Commissioner Rondinone reported that tenants at both complexes have asked that they be notified prior to maintenance persons entering their units for any reason. There is also concern about the welfare of pets in units without air conditioning when windows and doors must be closed during power washing. Ms. Desrosiers explained that twenty-four hour notice is given to tenants before power washing starts.

8. OLD BUSINESS - None

9. NEW BUSINESS

A. Zoning for Mack Street - The WHA was advised of a July 10, 2007 public hearing by the Town of Windsor Planning and Zoning Commission relative to a parcel located between 147 Pigeon Hill Road and 72 Mack Street. The proposal is for 232 dwelling units, a golf course, club house, pool and tennis court.

The Commissioners discussed the impact the proposal would have on residents of Fitch Court and Millbrook Village.

A motion was made by Commissioner Drost, seconded by Commissioner Richardson and passed unanimously that a letter be sent to the Windsor Town Planning and Zoning Commission advising of the WHA's concern over the impact the increased traffic from the proposed development would have on the health and safety of residents of Millbrook Village and Fitch Court, and on the residents of the Windsor Independent Living Association group home adjacent to the proposed roadway. It was suggested that an alternate access to the condominium development be investigated.

B. New Truck for Maintenance Department - As noted earlier in the meeting, mileage reimbursement expenses have increased substantially, and will further increase due to the recent assumption of responsibility for the scattered housing sites in Bloomfield.

Ms. Desrosiers provided the Commissioners with a comparison of operating costs of a WHA owned vehicle versus mileage reimbursement costs. She also included information on the purchase of a 2007 Chevrolet Colorado 2 wheel drive, regular cab, pickup truck from Olender Chevrolet. The Commissioners will consider this matter further, and noted that if pursued, proposals must be sought from other dealers.

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C. Conn-NAHRO Annual Conference

The Ninth Annual Convention will be held August 26-29 at the Mohegan Sun Convention Center, Uncasville. On Tuesday, August 28, there will be sessions of particular interest to Commissioners. Commissioner Rondinone has indicated interest in attending and the Commissioners agreed that she should. Ms. Desrosiers will be at the August 29 session when she will be elected to the Board.

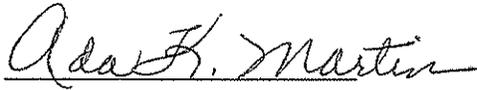
10. OTHER - none

11. ADJOURNMENT

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

The meeting adjourned at 3:05 p.m.

Respectfully submitted,



These minutes were approved on August 27, 2007.