

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

NOV 29 2007

MINUTES OF REGULAR MEETING  
OCTOBER 29, 2007

The Commissioners of the Housing Authority of the Town of Windsor (WHA) met in a Regular Meeting on October 29, 2007 at Fitch Court Apartments, 156 Bloomfield Avenue, Windsor, Connecticut. The meeting was called to order by Chairperson Pier at 2:09 P.M.

1. ROLL CALL

Present: Commissioners Drost, Pier, and Rondinone  
Commissioner Robinson was seated at 2:30 p.m. and  
Commissioner Richardson was seated at 2:55 p.m.  
Executive Director Desrosiers

2. PUBLIC COMMUNICATIONS - None

3. MINUTE APPROVAL

A. September 24, 2007 Regular Meeting

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

B. October 12, 2007 Special Meeting

Commissioner Drost moved approval of the minutes. The motion was seconded by Commissioner Rondinone. Chairperson Pier asked that the last sentence in section A. reflect that Ms. Desrosiers was excused from the meeting at 9:42 a.m. The motion to approve the minutes, as amended, passed unanimously.

4. FINANCIAL REPORTS - August 2007

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

The Commissioners reviewed the reports and commented as follows:

- a/c 3210 reflects a variance of \$3613 in income due to many unanticipated vacancies;
- the discrepancy in a/c 4160 will be investigated;

- variances were also noted in accounts 3100.1, 4130, 4131.1, 4153, 4159, 4161, 4310, 4320, 4420, 4421, 4430, 4440, 4710, and 4716.
- Ms. Desrosiers explained that the Section 8 rent payment to Fitch Court Apartments will not be shown as an expense until the end of the year. It is found in Accounts Payable for Section 8 and Accounts Receivable for Fitch Court.

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

## 5. BILLS AND COMMUNICATIONS

Chairperson Pier noted that a letter of resignation has been received from the former Property Manager.

## 6. EXECUTIVE DIRECTOR'S REPORT

Ms. Desrosiers reported that:

- on October 26th she held a meeting with Millbrook Village residents concerning the base rent increase. A similar meeting will be held with Shad Run residents on October 31st.
- Jermika Williams has accepted an offer of employment as Property Manager. It is anticipated that she will begin work this week.
- three full-time employees, Jane Amaral, Brian Pettison, and Shelly McDougall have done outstanding work during the year, much of it above and beyond the scope of their job descriptions. It was recommended that Ms. McDougall's probationary period end on November 1, 2007.
- major changes are anticipated in the Section 8 program which will have a significant impact on the WHA. She will keep the Commissioners apprised of the changes as they are approved.
- power washing buildings at Shad Run is complete.
- the community room at Shad Run was painted by volunteers in the Town of Windsor Partners in Leadership program, and most of the rotted wood in the utility shed was replaced. It is hoped to replace the carpeting in the community room by mid-November.
- the tree line behind building B at Millbrook Village has been raised ten feet. Motion sensors have also been installed behind buildings B, C and F.
- she will be working on solutions to resolve resident complaints about parking at Millbrook Village.

Commissioner Robinson was seated at 2:30 p.m.

- there are currently four legal actions against the WHA.
- the Section 8 program is 100% leased up.

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7. REPORT OF SUB-COMMITTEES

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

C. Maintenance - In response to Commissioner Rondinone's questions, Ms. Desrosiers reported that the Property Manager will collect rents at each State complex, and it hoped that unit inspections will be complete by December 31st.

8. OLD BUSINESS

- A. Base Rent Increase for State Properties

Ms. Desrosiers provided the Commissioners with an analysis of how the base rent increase (from \$141 to \$184) may affect residents. Questions were raised as to the calculations of the 2007 rents. These figures will be checked for accuracy.

9. NEW BUSINESS

- A. State Budget - Chairperson Pier noted that the 2008 budget will be discussed and formulated at the November 26th meeting.

Commissioner Richardson was seated at 2:55 p.m.

Ms. Desrosiers discussed possible projects for inclusion in the Capital Improvement Program: replacement of kitchen countertops in both State properties; replacement/recovering of tile floors at Millbrook Village (\$150 each unit); replacement of 14 utility boxes at Shad Run (\$500 each); and new screen doors at Millbrook Village (125 doors at \$100 each).

10. OTHER

Commissioner Drost moved to add "Election of Carla Robinson to the Board of Directors of Fitch Court Apartments" to the agenda. The motion was seconded by Commissioner Rondinone and passed unanimously.

- A. Election of Carla Robinson to the Board of Directors of Fitch Court Apartments

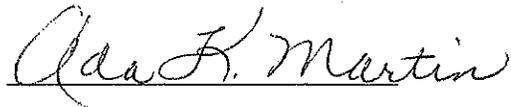
Commissioner Drost moved to nominate Carla Robinson to the Board of Directors of Fitch Court Apartments, Inc. The motion was seconded by Commissioner Rondinone and passed unanimously.

11. ADJOURNMENT

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

The meeting adjourned at 3:10 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Ada H. Martin". The signature is written in dark ink and is positioned above the date of approval.

These minutes were approved on November 26, 2007