

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

MINUTES OF REGULAR MEETING  
DECEMBER 27, 2007

The Commissioners of the Housing Authority of the Town of Windsor (WHA) met in a Regular Meeting on December 27, 2007 at Shad Run Terrace, 40 Henry Street, Windsor, Connecticut. The meeting was called to order by Chairperson Pier at 2:11 p.m.

1. ROLL CALL

Present: Commissioners Drost, Pier, Richardson, and Rondinone  
Commissioner Robinson was seated at 2:13 p.m.  
Executive Director Desrosiers

2. PUBLIC COMMUNICATIONS - None

3. MINUTE APPROVAL - November 26, 2007 Regular Meeting

Commissioner Robinson was seated.

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

4. FINANCIAL REPORTS - October 2007

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

The Commissioners reviewed the reports and the following account variances were discussed: 3100.1, 3210, 4130, 4131.1, 4153, 4159, 4160, 4161, 4310, 4320, 4420, 4421, 4430, 4440, and 4716.

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

5. BILLS AND COMMUNICATIONS

The Commissioners acknowledged receipt of a copy of the Executive Director's report to the Windsor Town Council.

6. EXECUTIVE DIRECTOR'S REPORT

Ms. Desrosiers noted that there were 15 vacancies at the State properties during 2007; resulting in a loss of income and unanticipated expense to rehabilitate the units, especially those occupied by smokers. The same number of vacancies is anticipated during 2008. Currently there are two vacancies at Shad Run Terrace; with two more anticipated during January. There are no vacant units at Millbrook Village, and none are anticipated.

Inspections of State properties have been completed. These revealed: screen doors at Millbrook Village to be in disrepair (replacement has been included in the Capital Improvement budget for 2008); many countertops at both properties are rotted; and maintenance issues with bathroom plumbing and fixtures at Shad Run Terrace.

Section 8 is 100% leased up (151 vouchers). The waiting list has 43 applicants. It is anticipated that the waiting list will be opened early in 2008, and an application procedure is in place.

Larry Weir has submitted an acceptable bid to paint the lines, number the parking spaces, and identify handicap parking spaces at Millbrook Village. This will be done when the weather permits. It was suggested that Mr. Weir be asked to submit a proposal to line parking lots at the other properties.

The Commissioners reviewed reports prepared by a volunteer accountant which reflected "Windsor Housing Authority Revolving Transaction Detail by Account, January 1 - December 18, 2007." Ms. Desrosiers noted that this detail breaks down expenses for each property in all accounts.

New flags have been ordered for all three properties. The existing flags will be taken down and the spotlights adjusted.

7. REPORT OF SUB-COMMITTEES

A. Administration - None

B. Finance - None

D. Policy - None

C. Maintenance - Commissioner Rondinone reported that:

- Shad Run residents enjoyed the Holiday party.

- residents were enthusiastic that the Executive Director participated in the inspections.

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-residents are concerned about persons not on the lease residing in some units. She indicated that there are three known cases. It was explained by Ms. Desrosiers that no legal action may be taken until someone is willing to testify about this.

- the television set in the Community Room at Shad Run has not been turned off when not in use. Ms. Desrosiers indicated that she did not wish to deny access to the community building after business hours, as some housing authorities do. She asked that tenants contact her with their concerns about this.

- the fire hydrant near the community building at Shad Run Terrace has not been completely cleared. It was also noted that sod throughout the complex has been damaged by snow removal. Ms. Desrosiers indicated that the damage will be repaired in the Spring.

## 8. OLD BUSINESS

### A. Annual Evaluations

Annual evaluations have been completed and Ms. Desrosiers reported that all present staff performed above expectations during 2007.

Chairperson Pier noted that, as previously discussed, the Executive Director's evaluation will be conducted following completion of the audit. He asked that Ms. Desrosiers provide the Commissioners with a list of her goals and objectives. The compensation period is still to be determined; any adjustments will be retroactive.

## 9. NEW BUSINESS

### A. Resident Services Coordinator

Ms. Desrosiers announced that Valerie Ballard will be joining the staff on January 2, 2008. She will work sixteen (16) hours weekly on a flexible schedule serving residents of Millbrook Village and Shad Run Terrace.

## 10. OTHER - None

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11. ADJOURNMENT

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

The meeting adjourned at 3:20 p.m.

Respectfully submitted,

Adw H. Martin

These minutes were approved on January 28, 2008.