

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

MINUTES OF REGULAR MEETING  
NOVEMBER 26, 2007

The Commissioners of the Housing Authority of the Town of Windsor (WHA) met in a Regular Meeting on November 26, 2007 at Millbrook Village, 35 Mack Street, Windsor, Connecticut. The meeting was called to order by Chairperson Pier at 2:02 p.m.

1. ROLL CALL

Present: Commissioners Drost, Pier, and Rondinone  
Executive Director Desrosiers

Absent: Commissioners Richardson and Robinson

2. PUBLIC COMMUNICATIONS - None

3. MINUTE APPROVAL - October 29, 2007 Regular Meeting

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

4. FINANCIAL REPORTS - September 2007

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

The Commissioners reviewed the reports and commented on the following:

- the expenses for roof repair were taken from the Local Program funds.
- the \$21,107.47 deficit in the State budget includes \$41,000 set aside for maintenance.
- variances in accounts 3100.1, 3210, 4130, 4131.1, 4152, 4153, 4159, 4160, 4161, 4310, 4320, 4420, 4421, 4430, 4440, and 4710.

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

5. BILLS AND COMMUNICATIONS

The Commissioners acknowledged receipt of an October 26, 2007 petition, with 47 signatures, requesting reconsideration of the dismissal of the former Property Manager.

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6. EXECUTIVE DIRECTOR'S REPORT

Ms. Desrosiers reported on the following:

- meetings were held with residents of Millbrook Village and Shad Run Terrace to discuss the proposed base rent increases. Seven (7) residents of Shad Run and eight (8) residents of Millbrook Village attended the meetings.
- there are no vacancies at the State properties.
- Jermika Williams is the new Property Manager. She will be at Millbrook Village on Tuesdays and Wednesdays; at Shad Run on Thursdays; and Mondays and Fridays Fitch Court.
- no applications have been received for the Resident Services Coordinator position. The position has been discussed with representatives of the North Central District, other Housing Authorities, and the Town of Windsor Social Services Department. An advertisement will be placed in The Hartford Courant and ConnNAHRO publications.
- the Section 8 waiting list has 65 applicants. Consideration is being given to opening the list in Spring 2008.
- Millbrook Village tenants have expressed concerns about the parking lot. It has been decided to reline and number spaces, and to install signage to clearly mark handicap spaces, restricted spaces, and visitor parking. A fifteen minute "loading/unloading" space will also be created.
- that she is considering pursuing two grants: (1) fire prevention services, and (2) from CHFA for the installation of screen doors at Millbrook Village using volunteers on the Day of Caring in the Fall of 2008.
- staff time dedicated to the Bloomfield Housing Authority's scattered site housing. Chairperson Pier requested that Bloomfield's reimbursement for staff time be included in future reports.
- four legal actions against the WHA and/or the Director and Chairperson.

7. REPORT OF SUBCOMMITTEES

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

C. Maintenance - Commissioner Rondinone indicated that:

- she has spoken with the Property Manager concerning several issues raised by tenants and was very satisfied with her response.
- the Windsor Fire Marshal had a meeting with Shad Run residents. It was agreed that Ms. Williams will provide a summary of his remarks to all residents.

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- she has received complaints of inappropriate use of the parking spaces at Shad Run. Ms. Williams will address the issues of overnight and visitor parking at the next resident meeting.
- the Windsor Recovery Club provided fifty (50) Thanksgiving dinners for residents of Millbrook Village, Shad Run Terrace, and Fitch Court Apartments. Ms. Desrosiers was asked to send a thank you to the organization and to make a donation to the Club in memory of Sam Robinson.

8. OLD BUSINESS

A. Base Rent Increase for State Properties

The Commissioners reviewed information as to how the proposed increase will effect residents of the State properties, and discussed how tenants may be advised of the various programs to assist those in financial distress. The Executive Director will meet with any tenant who has concerns about the increase.

Commissioner Drost moved to adopt the base rent increase, as previously identified, to \$174 for Millbrook Village efficiency units; \$184 for one bedroom units at Millbrook Village and efficiency units at Shad Run Terrace; \$194 for one bedroom units at Shad Run Terrace; and \$204 for 7 units at Shad Run Terrace Extension. The motion was seconded by Chairperson Pier and passed 2-0-1, Commissioner Rondinone abstaining because she is a tenant.

9. NEW BUSINESS

A. Contract for Fee Accountant

John S. Sullivan, fee accountant, by letter of November 20, 2007, requested the Commissioners consider Accounting Services Contracts for calendar years 2007 and 2008. The Commissioners considered the rates to be reasonable, but requested that the "Windsor Housing Authority" designation be changed to the Housing Authority of the Town of Windsor and references to Fitch Court be "Fitch Court Apartments, Inc."

Commissioner Rondinone moved to authorize execution of the contract with John S. Sullivan for accounting services for 2007 and 2008. The motion was seconded by Commissioner Drost and passed unanimously.

B. Management Plan

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The Commissioners reviewed each line item in the proposed \$416,350 2008 Management Plan prepared by the Executive Director. It was noted that the \$4,000 shown for account 3210, Dwelling Vacancy Loss, should be bracketed. Chairperson Pier outlined his comparison of budgeted items for 2006, 2007, and the 2008 proposal, including an increase in the Total Operating Expenses from \$260,000 in 2006, \$328,000 in 2007, to \$370,350 in 2008. The decrease in account 4810, RM&R, is due to the ongoing funding of capital improvements. Expenses relating to the following accounts were also discussed:

4152 - Reflects rents paid to Fitch Court Apartments, Inc.

4153 - Any travel expense reimbursed at a higher rate than expended should be reflected as a credit in account 4100.

4159 - Costs for upgrading six computers. Chairperson Pier suggested that the cost of hardware be paid through the RM&R account. Ms. Desrosiers indicated that this has been discussed with Mr. Sullivan, who disagreed because the expense is not a capital improvement to the property. Pager expense should also be removed from this account; no employee has a pager.

4120 - is reduced because some of the expenses are being billed to the Town of Bloomfield's scattered site housing project.

4410 - Chairperson Pier requested that the auditors and Mr. Sullivan be consulted re how salaries are being allocated.

- It was agreed that a budget should be established for the Local Funds account.

4430 - the monies expended in this account for the past few years should be analyzed.

RM&R - Ms. Desrosiers indicated that she does not anticipate spending \$20,000 during November and December 2007, as indicated in Mr. Sullivan's analysis. She suggested that the \$12,000 decrease be shown as an \$8,000 increase.

- Chairperson Pier requested information as to how many water heaters have been replaced and which units they are in. He also requested assurance from Mr. Sullivan that appropriate amounts are allocated for RM&R expenses.

It was agreed that the \$4,000 in Account 3210 be bracketed, and that \$10,000 in Account 4159 be reallocated to the RM&R account, if the fee accountant and auditors agree.

Commissioner Drost moved to adopt the 2008 Management Plan as discussed. The motion was seconded by Commissioner Rondinone and passed unanimously.

C. Capital Improvement Schedule for 2008 - See item 9.B.

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D. Annual Evaluations

Ms. Desrosiers provided the Commissioners with copies of the "Assessment of the Executive Director" as formulated by ConnNAHRO. It was agreed by the Commissioners that management issues (people, property, financial, Board, and strategic planning) are of primary importance. It was proposed that the Executive Director's evaluation be done following the audit. Ms. Desrosiers noted that a six-month (rather than annual) evaluation might be more efficient, so that suggested changes may be addressed sooner.

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 4:36 p.m.

Respectfully submitted,



These minutes were approved on December 27, 2007.