

**Commissioners:**

**Chair** – Elizabeth Kenneson **Vice Chair** – Vacant

**Tenant Commissioner**-Della Rondinone **Treasurer** – Robert Mack

**Assistant Treasurer** – Rickey Reed

**Windsor Housing Authority**

Regular Meeting

Fitch Court Community Room  
156 Bloomfield Ave. Windsor, CT 06095  
Monday, July 25, 2016 4:00PM

**1. Call to order**

At 4:08PM Elizabeth Kenneson, Chair called to order the regular monthly meeting of the Windsor Housing Authority.

**2: Roll Call**

Present: Commissioners Kenneson, Mack, Reed, and Rondinone Also present was Executive Director Williams

**3. Public communications**

None

**4. Minute approval- June 27, 2016 regular meeting**

A motion was made by Commissioner Rondinone and seconded by Commissioner Mack to approve the minutes of the June 27, 2016 regular meeting The motion carried unanimously. ( 4-0-0)

**5. Financial report June 2016**

Executive Director Williams reviewed the financial report for June 2016 and Commissioner Reed moved to acknowledge receipt of the report. The motion was seconded by Commissioner Rondinone and carried unanimously. (4-0-0)

**6. Bills and communications**

None

**7. Executive Director's report**

- Bedbug inspection status – Next quarterly inspection is due in early August
- Status of Millbrook Village rehab - Announcement of the grant awards have been pushed back from July to August.
- Interior lighting at Fitch Court – CRT reported that the lights have been ordered
- Vacancy status

Fitch Court	Millbrook Village	Shad Run Terrace	
1	4	2	vacant
0	0	0	leased
0	0	1	application pending
1	0	0*	notice to vacate

\*one potential transfer from one unit to another

- Legal actions - Legal action is pending due to lease compliance issues. Executive Director Williams will keep the board updated as to the status of these cases
- Section 8 and Project Based Vouchers – Voucher count is 147/158 and 7/8 Project based Vouchers. (154 total)

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- Mold has been detected in one of the Millbrook Village units. The resident will need to be moved to a vacant unit and treatment is estimated to cost between \$4000 and \$8000. The cause appears to be related to insulation that was installed in the past.
- As part of The Year of Caring, United Way will sponsor volunteers to perform work at Fitch Court. Plans are to clean the gutters and remove items that residents wish to discard.. (Units must be determined to be free of bed bugs.)
- Capital improvements will continue at Fitch Court including new driveways and an additional stair glide.
- Section 8 open waiting listed resulted in over 5000 applications . About 3700 of them appear to be eligible. About 700 Project Based applications were received and about 450 appear eligible.
- New Resident Services Coordinator is Evelyn Baez who also works part time at the Windsor Senior Center. A summer intern has been found to assist her.
- Director Williams will continue to seek interns through local colleges.

## **8. Old Business**

- Draft bedbug prevention and extermination policy – There was discussion of the bedbug prevention and extermination policy prepared by Executive Director Williams. The policy outlines the responsibilities of both the Housing Authority and the residents. It includes an action plan for residents and an enforcement plan for the Housing Authority. Director Williams drafted this policy based on CGS 47a-7 of the CT General Statutes, passed May 2016 and effective October 1, 2016. It was suggested that the statute be included as part of the policy. Director Williams will provide commissioners with copies of the statute and discussion will continue at the next meeting.
- Draft waitlist policy – Commissioner Mack moved to adopt the Executive Director’s proposed waitlist policy. The motion was seconded by Commissioner Reed and carried unanimously. (4-0-0)
- No smoking policy for Millbrook Village – Director Williams will schedule a meeting with the residents in August to discuss the possibility of a no smoking policy.

## **9. New Business**

None

## **10 Reports of subcommittees**

- Administration- Commissioner Mack – nothing to report
- Finance – vacant
- Tenant – Commissioner Rondinone reported residents’ concerns regarding inspections and perimeter spraying
- Policy – Commissioner Kenneson – nothing to report

## **11. Adjournment**

Commissioner Rondinone moved for adjournment of the meeting. The motion was seconded by Commissioner Mack and carried 4-0-0. At 5:32 PM Commissioner Kenneson adjourned the meeting and

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reminded the commissioners that the next regular meeting will be Monday August 29<sup>th</sup> at 4:00 PM at the Millbrook Village Community Room

Respectfully submitted,  
Caren Barry