

**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, October 31, 2016 at 4:00PM

**1. Call to order**

At 4:05PM 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 and Executive Director Williams. The position recently vacated by Commissioner Richardson has not yet been filled.

**3. Public communications**

- Bob Berman from the Bloomfield Housing Authority expressed thanks for the assistance that Executive Director Williams has provided their organization .
- Barbara Intemann, a resident of Shad Run Terrace expressed concern about non-residents using one of the benches in the Terrace in the early hours of the morning.
- Rowena Macomber, a resident of Fitch Court asked for clarification of Section VIII vouchers. Executive Director Williams explained that Section VIII vouchers can move with the qualified individual. Project Based Vouchers stay with the Section VIII apartment.
- Vivian Cicero, a resident of Fitch Court, reported that on a recent Sunday a non-resident dog entered the building and feces were later found in 5 hall locations. There was no staff available to clean up the mess. Can someone in the building be paid to take care of minor issues outside of business hours?
- Carmela Nelson, a resident of Fitch Court, also expressed concern about trash left in hallways and reported that calls to the Administrative Office have been going right to an answering machine and are not being returned. Director Williams said that the addition of a part-time property manager for Fitch Court is on today's agenda
- Norma Hill, a Fitch Court resident, also had questions about transfers from one unit to another. Director Williams will bring a policy before the Board to clarify if and how residents can move from one unit to another.

**4. Minute approval-**

Commissioner Rondinone moved to approve the minutes of the September 26, 2016 regular meeting. The motion was seconded by Commissioner Mack and carried 4-0-0.

**5. Financial Report – September 2016**

The motion was made by Commissioner Mack to acknowledge receipt of the financial report for September, 2016. The motion was seconded by Commissioner Rondinone and carried 4-0-0.

**6. Bills and communications**

Nothing to discuss at this time

**7. Executive Director's report**

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- Bedbug status - All units reported as being bedbug free in September and October
- Status of Millbrook Rehab - \$4.38 million was awarded for the rehab project. It is likely that the work will not begin until spring and a time line will be presented to the Board for review. Since the renovations will be delayed, vacant units at Millbrook will be inspected to see which can be cleaned and painted and rented while awaiting renovations

- Vacancy status

Fitch Court	Millbrook	Shad Run	
2	6	2	vacant
0	0	0	leased
1	0	1	application pending
0	1	0	notice to vacate

- Fitch Court fire panel repair – The fire panel failed and was sending false alarms. It needed to be replaced immediately at a cost of \$3,000.
- Current voucher count is 146/150 and 7/8 project based vouchers
- Staff reviews will be done and year-end bonuses calculated
- The CT Fair Housing Agency requires removal of all language from HA policies requiring residents to be able to live independently or to maintain independence.

**8. Old business**

Prior meeting follow-ups –

- Unauthorized occupants – A new Kapa notice has been sent to the resident reported to have an unauthorized occupant. The previous Kapa notice had expired.
- A second request has been sent to the town to replace the speed bump at Shad Run

Parking and bedbug policies – minor changes will be made and the policies will be voted on in November

**9. New business**

- Master key policy – a proposed master key policy was presented to the Commissioners for their review
- 2017 Agency budgets – Fitch Court is done and the other 2 will be mailed to the Commissioners as soon as they are completed
- Proposed rent increases for 2017- Shad Run Terrace \$6 per month per unit and for Fitch Court \$5 per month per unit have been proposed and a meeting will be held with the residents on November 1<sup>st</sup> at 1:30PM.
- Resident holiday parties – Shad Run –December 13, Millbrook –December 14, Fitch Court- December 15. Parties will be held about 1:00. Details to be finalized.
- Annual Report to Town Council- will be presented on Monday, November 7.

**10. Reports of subcommittees**

Administration- Commissioner Mack : nothing to report

Finance- vacant

Tenant – Commissioner Rondinone: calls received concerned an issue with the community room lock and the false alarms triggered by the fire panel failure. These issues have since been resolved. It was also reported that a resident had been charging a car and the cord crossed the sidewalk near the community room. The danger of someone tripping over the cord was the primary concern. This appears to have been an isolated incident.

Policy – Commissioner Kenneson: nothing to report

**11. Executive Session**

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A motion was made by Commissioner Mack to adjourn to an executive session. The motion was seconded by Commissioner Reed and passed 4-0-0. Commissioner Kenneson adjourned to executive session at 5:59 PM. The executive session opened at 6:00 PM and ended at 6:05 PM. The regular meeting reopened at 6:05PM

**12. Adjournment**

The motion was made by Commissioner Reed to adjourn the regular meeting and it was seconded by Commissioner Mack. The motion carried 4-0-0 and at 6:06 PM Commissioner Kenneson adjourned the meeting.

Respectfully submitted,

Caren Barry