

WINDSOR HOUSING AUTHORITY

Regular Meeting

Shad Run Terrace Community Room,
40 Henry St., Windsor, CT 06095
Monday, December 19,, 2016 at 4:00 PM.

1. Call to order

At 3:54 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 vacated by Commissioner Richardson has not yet been filled.

3. Executive session

- The motion was made by Commissioner Reed and seconded by Commissioner Rondinone that the meeting adjourn to executive session to discuss the evaluation and year-end bonus of the Executive Director. The motion carried 4-0-0 and the Commissioners adjourned to the executive session.
- At 4:50 PM Commissioner Mack moved to end the executive session. Seconded by Commissioner Rondinone the motion carried 4-0-0.
- The motion was made by Commissioner Mack and seconded by Commissioner Rondinone to approve the year-end bonus for the Executive Director as discussed in the executive session. The motion carried 4-0-0.
- Commissioner Mack moved that the Executive Director continue to sustain the on-going goals. The motion was seconded by Commissioner Rondinone and carried 4-0-0
- Commissioner Kenneson reported that the evaluation showed that Executive Director Williams met or exceeded goals in all categories. Action steps were identified as follows:
 - Time Management – It was suggested that a log be kept of issues and actions discussed during the bi-weekly staff meetings to assist in staff evaluations.
 - Effective Communication with staff – Improve oversight of staff to insure prompt return of resident phone calls . Review accuracy of written notices to residents
 - Attendance- Insure that residents are notified when staff members are unavailable – both planned and unplanned absences.
 - Accuracy & Efficiency – Review accuracy of all communications to residents.

4. Public communications

None

5. Minute approval-

Commissioner Rondinone moved to approve the minutes of the November 28, 2016 regular meeting. The motion was seconded by Commissioner Mack and carried 4-0-0.

6. Financial Report – September 2016

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

7. Bills and communications

Commissioner Kenneson reported that the yearly report of the Housing Authority was presented to the Windsor Town Council at their November 7th meeting.

8. Executive Director’s report

- Bedbug status - All units reported as being bedbug free in November
- Status of Millbrook Rehab - no changes in the grant status since the November meeting. A meeting has been held with the residents to discuss making the complex a no-smoking area after the rehab is completed. A survey is being prepared for the residents to complete with their opinions.
- Eviction proceedings – 2 residents have been served with eviction notices. One has contacted the staff and will attempt to work out a payment schedule. The other has not responded.
- Notice to quit has been served to a resident at Fitch Court following an assault on another resident.
- New Property Manager at Fitch Court – Commissioner Rondinone moved to act on the Executive Director’s recommendation to add a part-time Property Manager to the Fitch Court Staff beginning January 1, 2017. The motion was seconded by Commissioner Mack and carried 4-0-0.
- Vacancy Status:

<u>Fitch Court</u>	<u>Millbrook Village</u>	<u>Shad Run Terrace</u>	
2	6	1	vacant
0	0	0	leased
1	1	1	applications pending
1	0	0	notice to vacate

9. Old business

- 2017 Budgets for Shad Run/Millbrook Village/Fitch Court - The budgets were reviewed and Commissioner Rondinone moved to approve the Executive Director’s recommended budgets for 2017 for Shad Run Terrace, Millbrook Village and Fitch Court Apartments. The motion was seconded by Commissioner Mack and carried 4-0-0.
- Resident follow-up items from previous meetings:
 - Research is being conducted as to the possibility of a temporary speed bump to replace the one removed during paving at Shad Run
 - The possible removal of the bench near the entrance to Shad Run will be discussed at the next resident meeting.
 - Unit to unit transfer policy will be addressed at a later date
 - Suggestion for a resident with maintenance responsibilities has been tabled
- Maintenance ID- it was suggested that all staff have some form of picture ID badge. Money has also been budgeted for maintenance uniform shirts.

10. New Business

- Rent increase for Fitch Court- The motion was made by Commissioner Rondinone to approve the recommendation of the Executive Director to raise the base rate at Fitch Court Apartments by \$5 per unit effective February 1, 2017. The motion was seconded by Commissioner Mack and carried 4-0-0.
- Rent increase for Shad Run – The motion was made by Commissioner Rondinone to approve the recommendation of the Executive Director to raise the base rate at Shad Run Terrace by \$6 per unit effective January 1, 2017. The motion was seconded by Commissioner Mack and carried 4-0-0.
- HCVP change in inspection schedule 2017 – The motion was made by Commissioner Rondinone to approve the Executive Director’s recommendation , in compliance with HUD guidelines, to perform inspections every 2 years with the following exceptions:
 1. If there was a health or safety violation during the last inspection.
 2. If the tenant or landlord requests an inspection
 3. If the property is considered “troublesome” by the Section 8 Caseworker
(The timing of the inspection is based on the date of the lease.)The motion was seconded by Commissioner Mack and passed 4-0-0 .
- 403B Retirement Matching funds – The motion was made by Commissioner Mack to approve the Executive Director’s recommendation to match the full amount of employee contributions into the 403B Retirement plan for 2016. The motion was seconded by Commissioner Rondinone and carried 4-0-0.

11. Reports of subcommittees

Administration – Commissioner Reed : nothing to report

Finance - vacant

Policy – Commissioner Kenneson – nothing to report

Tenant – Commissioner Rondinone:

- There was a miscommunication as to when a representative would be at Shad Run to instruct residents in using the new laundry card system. As a result only a few residents were shown how to use the cards. Can this be rescheduled?
- Lighting at Shad Run- lighting has been temporarily restored to some of the areas darkened by damaged lighting fixtures reported previously. Permanent repairs cannot be done until the ground thaws as the lines are underground. One area remains dark and is of concern because of ice and uneven surface. Commissioner Kenneson suggested that perhaps a solar powered and motion activated light might provide a temporary remedy.
- The Executive Director will follow-up on both of these matters

12. Adjournment

The motion to adjourn was made by Commissioner Rondinone and seconded by Commissioner Mack. The motion carried 4-0-0 and at 6:13 PM Commissioner Kenneson adjourned the meeting.

Respectfully submitted

Caren Barry

Commissioners:

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

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

Assistant Treasurer – Rickey Reed