

# Housing Authority of the Town of Windsor

156 Bloomfield Avenue  
Windsor, CT 06095-4235  
Phone (860)-285-8090  
Windsorha.org

Commissioners: Chair – Elizabeth Kenneson  
Vice Chair- Vacant  
Secretary-Vacant  
Treasurer – Robert Mack  
Assistant Treasurer – Rickey Reed  
Della Rondinone

## Regular Meeting

Fitch Court Community Room,  
156 Bloomfield Ave., Windsor, CT 06095  
Monday, January 30, 2017 at 4:00 PM

### 1. Call to order

At 4:14 PM Elizabeth Kenneson, Chair, called to order the regular monthly meeting of The Housing Authority of the Town of Windsor

### 2. Roll call

Present: Commissioners Kenneson, Mack and Rondinone. Absent-( not excused): Commissioner Reed. One position on the board remains vacant. Also present: Executive Director Williams

### 3. Public communications

None

### 4. Minute approval – December 19, 2016 regular Meeting

Commissioner Rondinone moved to approve the minutes of the December 19, 2016 regular meeting. The motion was seconded by Commissioner Mack and passed 3-0-0.

### 5. Financial report – December 2016

Commissioner Rondinone moved to acknowledge receipt of the Executive Director’s financial report for December 2016. The motion was seconded by Commissioner Mack and carried 3-0-0.

### 6. Bills and communications

Nothing to discuss

### 7. Executive Director Report

- **Site bedbug status** – all sites are still bedbug free and efforts are being made to lock in a regular schedule for inspections
- **Eviction proceedings-** Two residents are being evicted . Standard court proceedings will occur
- **Status of Millbrook Village Rehab** - Timeline provided by consultant:
  - Drawings completed February 2017
  - Project out to bid mid-April 2017
  - Project goes to Bond Commission May or June 2017
  - Closing of the project and work to begin July 2017

#### • Resident vacancy status:

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

- **New Property Manager at Fitch Court** –Darlene West began work as part-time Property Manager at Fitch Court on January 20<sup>th</sup>. Her hours are M-TH 9 AM -2 PM.

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- **Thank you card from a resident** – Executive Director Williams read a thank you note from one of the residents who appreciates the work done by the staff.
- **New washing machines at Shad Run Terrace and Millbrook Village** – Residents seem pleased with the new machines at Shad Run and Millbrook Village. An additional date will be arranged so that the card system can be explained to those who missed the initial session.
- **Insurance claim for a slip and fall** – The resident claim is being investigated.
- **Unauthorized occupant** – The issue has been resolved. The person in question applied to become a resident, met all occupancy qualifications and has been approved as an occupant on the lease.
- **Staff with 10 years of service** - Shelly McDougall, Jim Kupyar, and Brian Pettison will all be celebrating 10 years of service during the coming year.
- **Change in phone system services** – New and improved phone system will eliminate the need for an answering service and will provide residents and outside callers direct access to the appropriate staff via a single phone number. The upgrade by Comcast should be completed by February 10<sup>th</sup> and will cost approximately \$30 more per month.

## 8. Old business

- **2017 Housing Choice Voucher budget review for approval**  
The motion was made by Commissioner Rondinone and seconded by Commissioner Mack to approve the 2017 budget for the Housing Choice Voucher Program. The motion carried 3-0-0.
- **Follow up items from prior meetings**
  - **Financial Statements** N/A
  - **Resident items- Speed bumps**, As yet there has been no response from Loomis Chaffee to a request for information on their experience using temporary speed bumps on their campus
  - **Transfer policies** – still pending
  - **Instructions on the new laundry cards** – An additional meeting with residents will be scheduled to review the use of the new laundry card system.
  - **Maintenance uniforms/ID badges** – Photo ID's and shirts/jackets with logo and worker's name to be provided during the coming months
  - **Many lights are out at Shad Run Terrace.** – All lights have been repaired/replaced and are working properly.

## 9. New business

- **403B Retirement Matching funds Employee contributions 2016** -completed
- **The 2016 Summary of the Executive Director's bonus review is attached**
- A question about the meeting time for regular meetings was raised and the issue will be added to the agenda for the next regular meeting. In the meantime the commissioners agreed to begin the next regular meeting at 3:00 PM and The Executive Director will make sure that this information is made available as required.

## 10. Reports of sub committees

**Administration - Commissioner Reed** - absent

**Finance - Vacant**

**Tenant - Commissioner Rondinone** – nothing to report

**Policy - Commissioner Kenneson** - nothing to report

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**11. Adjournment-** The motion was made by Commissioner Rondinone and seconded by Commissioner Mack to adjourn to Executive Session. The motion carried 3-0-0 and the meeting was adjourned to Executive Session at 4:59PM

**12. Executive Session- Personnel matter** – The Executive Session ended at 5:02PM. Commissioner Rondinone moved that the meeting be adjourned. The motion was seconded by Commissioner Mack and at 5:02PM Commissioner Kenneson adjourned the meeting.

The next regular meeting will be held at The Millbrook Village Community Room at 3:00PM on Monday February 1, 2017.

Respectfully submitted,  
Caren Barry