

Monthly Meeting for the Housing Authority of the Town of Windsor

Fitch Court Apartments Conference Room

156 Bloomfield Avenue, Windsor, CT 06095

Friday, August 30, 2019

**1. Call to order**

At 10:56 a.m. Randy McKenney, Chair, called to order the monthly meeting of the Housing Authority of the Town of Windsor.

**2. Roll Call**

Present: Commissioner Randy McKenney, Commissioner Dell Rondinone, Executive Director Urleen Naughton, Evelyn Baez, Resident Services Coordinator, James M. Del Vecchio, Vice President, Security First Insurance Group.

**3. Minutes Approval**

The motion was made by Commissioner McKenney and seconded by Commissioner Rondinone to approve the minutes of the July 29, 2019 meeting. The motion passed.

**4. Financial Report**

There were unexpected expenses and changes had to be made. The Executive Director spoke with the contractors regarding Millbrook. Construction is continuing as planned and four units are being completed at a time.

**5. Debit Card Report**

The debit card has not been used during this period.

**6. Capital Improvements**

Several vacancies have been filled in Shad Run and a few residents are leaving. Improvements continue to be made.

**7. Public Communications**

We do not have anything to report at this time.

**8. Bedbug status**

We do not have any issues at this time.

**9. Eviction Proceedings**

Tenants with housing violations are being processed through our attorney.

**10. Resident Vacancy Status**

Four units in Shad Run are now renovated and rented.

**11. Bills and Communications**

There are no issues to report. Bills are being paid.

**12. Executive Director Report**

The PHA plan has been submitted and approved by the Board. A motion was made by Randy McKenney to approve the Administrative Plan for 2019. It was seconded by Commissioner Rondinone.

**13. Resident Service Coordinator Report**

The Resident Service Coordinator, Evelyn Baez, has been assisting qualified residents with applying for the Connecticut Homecare Program through Connecticut Community Care.

**14. Report of Tenant Commissioner**

Shad Run has more lights and the police have increased patrol in the areas of concern.

**15. Old Business**

The renovation continues at Millbrook. We recently opened a waiting list effective from 8/19/19-8/22/19 at Fitch Court.

**16. New Business**

There is no new business at this time.

**17. Program training**

Training for CON- NA- HRO was recently attended by Commissioner McKenney, the Executive Director and the Section 8 Coordinator.

**18. Upcoming training**

There will be future staff training sessions.

**19. Adjournment**

The meeting was suspended due to an Executive Session at 12:06 p.m. The board meeting adjourned at 1:30 p.m.