

**Housing Authority of the Town of Windsor**  
**Regular Meeting of the Board of Commissioners**

March 24, 2021

UNAPPROVED MINUTES

**1. Call to order**

Commissioner Jaamal called the meeting to order at 3:05 p.m. and called for nominations for Chair Pro Tempore. Commissioner Engelmann nominated Adam Gutcheon. Commissioner Gutcheon was elected 3-0 and took the chair.

**2. Election of Chair**

Taariq Jamaal nominated Adam Gutcheon to fill the vacant position of Board Chair. Commissioner Gutcheon was elected 3-0.

**3. Election of Vice Chair**

Carol Engelmann nominated Taariq Jamal as Vice Chair. Commissioner Jaamal was elected 3-0 .

Adam Gutcheon's first act as Chair was to apologize for the residents of the Windsor Housing Authority residents for not being heard. Residents will be listened to and treated with respect.

**4. Public Communications:**

Susan Miller, 130 Palisado Ave. She thanked Mr. Gutcheon for apologizing for the behavior of the board. She looks forward to the board putting residents first and thank you to all the commissioners.

Brian Smith lives at Fitch Court. He is glad that his concerns about the Executive Director who has bullied and attacked the messenger. She has accused me of being a racist. She is disgraceful and never accepts her short comings, and attacks people for speaking up. There is no racial animosity in my building. The buildings and grounds are filthy. This is an emergency. She bullies the most vulnerable. It needs to end. Do the right thing.

Vickie, 35 Mack St Is there an outside contractor? Will they be coming in during covid? Will they have ID's and be Covid tested? Who is the contractor? They don't have to let them in.

Adam stated that right of entry is written in the lease.

Joe McAuliffe stated that the Town Council is concerned with these issues, evictions and people are anxious and scared. The issues need to be addressed. He asked the new commission to address the issues.

Becky Jacobson stated that she hasn't met Executive Director Urleen Naughton and can't speak to her character. She and Sally Grossman visited and saw that grab bars were missing. It was shocking as they are elderly and disabled residents. We feel the frustration of the residents. It's taking too long to answer questions. Electric pull cords and smoke detectors are an issue. Going forward, we hope this is improved. Ms. Naughton sued her prior employer, the Salvation Army. Units are not safe for handicapped.

Sharran Bennett is a landlord of 7 apartments. It's hard to believe how they are treating tenants. I know someone who moved there from my apartment. It's been a nightmare. Part of my interest is as a landlord, everyone would be on my back working on this. I do my best and respond to my tenants. Hopefully, you can help this.

Marvin Baker, lives in Millbrook. My unit has not been rehabbed. I contacted the office about when I am moving. I got no response. I asked Jennifer who said Ms. Naughton would call. There was no response.

Hilary Carpenter, Windsor resident. She gave a heads up that the meeting didn't have a hyperlink and not time was noted. It needs to be fixed.

## **5. Approval of Minutes: Feb. 24, 2021**

Unapproved minutes have not been submitted to the Board.

Adam put on the record all of the complaints and gave to the temporary secretary.

## **6. Executive Director's Report**

The Executive Director was not present and had not submitted a report.

## **7. Tenant Commissioner's Report**

There are comments and complaints, people have been subjected to mistreatment, discrimination, harassment, rent increases, new tenants have to pay exorbitant deposits. They were threatened to charge for repairs. They have used the police as a weapon of intimidation.

Residents are under an umbrella of discrimination, being threatened and abused.

## **8. New Business**

### **a. Resolution requiring certain documents to be provided to the Board of Commissioners**

Carol Engelmann moved adoption of resolution 2021-01. Taariq Jaamal seconded. There was discussion on the need for the resolution. The motion to adopt passed 3-0.

### **b. Resolution designating a countersigner to orders and checks**

Taariq Jaamal moved adoption of resolution 2021-02. Carol Engelmann seconded. There was discussion on the need for the resolution. The motion to adopt passed 3-0.

### **c. Resolution requiring the Chair to solicit proposals for Board counsel**

Carol Engelmann moved adoption of resolution 2021-03. Taariq Jaamal seconded. There was discussion on the need for the resolution. The motion to adopt passed 3-0.

### **d. Resolution requiring the Chair to solicit proposals for auditor**

Taariq Jaamal moved adoption of resolution 2021-04. Carol Engelmann seconded. There was discussion on the need for the resolution. The motion to adopt passed 3-0.

### **e. Resolution requiring the Chair to solicit proposals for Board Clerk**

Carol Engelmann moved adoption of resolution 2021-05. Taariq Jaamal seconded. There was discussion on the need for the resolution. The motion to adopt passed 3-0.

**9. Executive Session concerning the employment, performance, and evaluation of a public officer or employee (Discuss complaints received against WHA staff)**

Commissioner Engelmann moved that the Board enter executive session concerning the employment, performance, and evaluation of a public officer or employee, in order to discuss complaints received against WHA staff.

Commissioner Jaamal seconded. The motion to enter executive session passed 3-0.

The Board retired to executive session at 3:50 p.m. and resumed regular session at 4:30 p.m.

Commissioner Engelmann moved that the Board exit executive session.

Commissioner Jaamal seconded. The motion to exit executive session passed 3-0.

**10. Adjournment**

By unanimous consent, the meeting adjourned at 4:30 p.m.

**Housing Authority of the Town of Windsor**

Votes of the  
Board of Commissioners  
Regular Meeting  
March 24, 2021

Commissioners present: Engelmann, Gutcheon, Jaamal

Commissioners absent: Mack

Issue	Vote
To elect Adam Gutcheon Chair Pro Tempore of the meeting	Aye: Engelmann, Gutcheon, Jaamal.
To elect Adam Gutcheon Chair of the Board	Aye: Engelmann, Gutcheon, Jaamal.
To elect Taariq Jaamal Vice-Chair of the Board	Aye: Engelmann, Gutcheon, Jaamal.
To approve Resolution 2021-01	Aye: Engelmann, Gutcheon, Jaamal.
To approve Resolution 2021-02	Aye: Engelmann, Gutcheon, Jaamal.
To approve Resolution 2021-03	Aye: Engelmann, Gutcheon, Jaamal.
To approve Resolution 2021-04	Aye: Engelmann, Gutcheon, Jaamal.
To approve Resolution 2021-05	Aye: Engelmann, Gutcheon, Jaamal.
To enter Executive Session concerning the employment, performance, and evaluation of a public officer or employee (Discuss complaints received against WHA staff)	Aye: Engelmann, Gutcheon, Jaamal.
To exit Executive Session	Aye: Engelmann, Gutcheon, Jaamal.
To adjourn	Aye: Engelmann, Gutcheon, Jaamal.

## 2021-01: A resolution requiring certain documents to be provided to the Board of Commissioners

Whereas, the Board of Commissioners requires a steady flow of information from the administration in order to fulfill its duties; and

Whereas, individual commissioners have requested certain documents from the Executive Director, but have not received them; and

Whereas, an appeal is currently pending before the State Freedom of Information Commission regarding the Executive Director's denial of one commissioner's request for documents;

Now therefore be it Resolved, that the Executive Director is instructed to provide the following documents, or those of the following which exist, to all members of the Board of Commissioners by Wednesday, March 31, 2021:

1. Policies of the Housing Authority of the Town of Windsor, including:
  - a. Procurement policy
  - b. Personnel policy
  - c. Risk Management policy
  - d. Most recent strategic plan & goals
  - e. Executive Director evaluation process
  - f. Current lease form for each HATW-administered property
  - g. All other HATW policies duly adopted by the Board of Commissioners
2. Resident relocation plan for the Mill Brook Village project
3. HATW annual reports 2018-present
4. End-of-year income statements and balance sheets 2018-present
5. Most recent annual FDS submission
6. Current year budget and YTD budget versus actuals reports for each HATW cost center
7. Most recent IPA audit and closeout of findings/concerns
8. Capital fund plan and physical needs assessment
9. HATW Executive Director contract
10. Job descriptions for all HATW employees
11. Any currently operational agreement or understanding with the Housing Authority of the Town of Bloomfield.
12. Housing management policy (ACOP or state equivalent) for each HATW Asset Management Project.

And let be further Resolved, that the Executive Director is instructed to provide the following documents on a monthly basis by the Friday preceding each regular meeting of the Board of Commissioners:

1. Work order processing in prior month, broken out into how many called in, how many done, category of work order (routine/emergency) and whether it is resident caused damage
2. Tenant Accounts receivable

3. Accounts Payable
4. Budget to Actual
5. Contract register and log to track validity of contracts (not expired) and balances
6. Procurement activities and type
7. Report on resident relations
8. Personnel actions
9. Significant correspondence
10. IPA audits and closeout of findings/concerns

And let it be further Resolved, that the Executive Director is instructed to comply henceforth with the Connecticut Freedom of Information Act, Conn. Gen. Stat §§1-200 et seq.

## **2021-02: A resolution designating a countersigner to orders and checks**

Whereas, the Board of Commissioners is empowered by Article III, Section 4 of its bylaws to designate one or more commissioners to countersign all orders and checks for the payment of money,

Now therefore be it Resolved, that Commissioner Carol Engelmann is designated to countersign all orders and checks for the payment of money by the Housing Authority of the Town of Windsor until the expiration of her term or the repeal of this resolution.

## **2021-03: A resolution requiring the Chair to solicit proposals for Board counsel**

Whereas, the Board of Commissioners is from time to time in need of legal advice and representation, and

Whereas, the Board desires to retain its own counsel,

Now therefore be it Resolved, that the Chair is instructed to solicit proposals for counsel on behalf of the Board pursuant to the Small Purchase Procedures of the HATW Procurement Policy, for Board action at its April 2021 regular meeting.

## **2021-04: A resolution requiring the Chair to solicit proposals for auditor**

Whereas, HATW is required by Treasury Department rules to undergo an annual audit by an Independent Public Accountant, and

Whereas, the Board wishes to ensure a thorough audit process of the highest integrity,

Now therefore be it Resolved, that the Chair is instructed to solicit proposals from qualified Independent Public Accountants for Auditor on behalf of the Board pursuant to the Small Purchase Procedures of the HATW Procurement Policy.

## 2021-05: A resolution requiring the Chair to solicit proposals for Clerk of the Board

Whereas, the Board of Commissioners wishes to ensure its minutes clearly reflect its actions,

Now therefore be it Resolved, that the Chair is instructed to solicit proposals for Recording Clerk on behalf of the Board pursuant to the Small Purchase Procedures of the HATW Procurement Policy, for Board action at its April 2021 regular meeting.