

Housing Authority of the Town of Windsor
Board of Commissioners
Regular Meeting
April 28, 2021, 3:00 p.m.
Ludlow Room, Windsor Town Hall and Zoom
UNAPPROVED MINUTES

Commissioners present: Engelmann, Gutcheon, Jaamal, Mack
Commissioners absent: None

A listening session between members of the Board and tenants of Millbrook Village, Fitch Court, and Shad Run Terrace preceded the meeting from 2:00 to 3:00.

1. Call to Order

Commissioner Gutcheon, Chair, called the meeting to order at 3:08 p.m.

2. Public Communications

Becky Jacobsen asked if all the documents required by the Board have been provided. The chair replied that they have not.

Debra Fontaine shared some interactions with neighbors and staff and said she felt that some tenants get preferential treatment.

Brian Smith agreed with Ms. Fontaine and said that giving units on a preferential basis takes safe and affordable housing away from ordinary people who've been waiting on the list.

Vicky Arnesen also agreed that there was preferential treatment and shared experiences that led her to so believe.

Billy Barton talked about outside people being given preference for renovated units at Millbrook over longtime residents.

Ted Lewis talked about a two-bedroom unit at Fitch Court that was designated for residents with live-in aides. He did not understand why the unit is still vacant despite longtime residents having a need.

A Fitch Court resident described a roof leak in the building that has had a garbage pail underneath it collecting water for over a year.

Debra Fontaine described an interaction with a staff member in which she was told not to talk to other residents because they're troublemakers. She doesn't understand how anyone could think it appropriate to isolate and divide the tenants.

Stephanie Scott discussed the chair lift at Fitch Court. She wanted to know when it was last inspected or serviced.

3. Approval of Minutes

The chair solicited additions and corrections to the minutes of February 24, March 24, April 5, and April 14, 2021. There were none. Commissioner Jaamal moved approval of said minutes; Commissioner Engelmann seconded.

To approve the unapproved minutes of February 24, March 24, April 5, and April 14, 2021	Aye: Engelmann, Gutcheon, Jaamal, Mack
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4. Executive Director's Report

None

5. Report of Tenant Commissioner

Commissioner Jaamal gave an update on Renter's Rebate. Management will reach out to tenants within the next month about scheduling appointments to go over the application. Mr. Jaamal also discussed the status of the Millbrook rehab project and his desire for current tenants in efficiencies to get first choice of available one-bedroom units.

6. New Business

6a. Creation of Standing Committee for Policy Review

Mr. Jaamal moved to add presentations from tenants unions to the agenda as item 6b. Ms. Engelmann seconded.

To add presentations from tenants unions to the agenda as item 6b	Aye: Engelmann, Gutcheon, Jaamal, Mack
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Mr. Jaamal moved that the Board of Commissioners establish a Standing Committee for Policy Review. Ms. Engelmann seconded.

To establish a Standing Committee for Policy Review	Aye: Engelmann, Gutcheon, Jaamal, Mack
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6b. Presentations from Tenants Unions

Vicky Arnesen, Marvin Baker, and Andrew McAllister announced the formation of the Millbrook Tenants Union. They presented their grievances and demands to the Board and took questions from commissioners.

Brian Smith and Stephanie Scott announced the formation of the Fitch Court Tenants Union. They presented their grievances and demands to the Board and took questions from commissioners.

The chair expressed his hope to establish regular lines of communication with the tenants unions and that he looked forward to working with them as partners in governance.

7. Appointment of Board Counsel

The chair described the process followed to recruit appropriate legal counsel and representation for the Board of Commissioners. Two proposals were received.

Commissioner Engelmann expressed her preference for a local, community-oriented attorney to represent the Board at this crucial time.

The chair agreed with Ms. Engelmann. The other firm would be a great resource in reaching our long-term goals and he hopes to be able to use them in the future as we grow the affordable housing inventory in Windsor, but we have immediately pending and pressing legal needs for which Attorney Fitzgerald is best suited.

Commissioner Jaamal moved that the Board enter a legal services agreement with Timothy Fitzgerald for general counsel services, and instruct the Chair to execute any instrument necessary or desirable to do so. Commissioner Engelmann seconded.

To enter a legal services agreement with Timothy Fitzgerald for general counsel services, and to instruct the Chair to execute any instrument necessary or desirable to do so.	Aye: Engelmann, Gutcheon, Jaamal, Mack.
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8. Executive Session regarding strategy and negotiations with respect to pending claims (Northeast Building Group, Inc. v. Windsor Housing Authority)

Commissioner Mack moved that the Board enter executive session regarding strategy and negotiations with respect to pending claims (Northeast Building Group, Inc. v. Windsor Housing Authority). Commissioner Engelmann seconded.

To enter executive session regarding strategy and negotiations with respect to pending claims (Northeast	Aye: Engelmann, Gutcheon, Jaamal, Mack.
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Building Group, Inc. v. Windsor Housing Authority)	
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The Board entered executive session at 4:17 p.m. Present were Commissioners Engelmann, Gutcheon, Mack, and Jaamal.

At 4:45 p.m., Mr. Mack moved that the Board exit executive session. Ms. Engelmann seconded.

To exit executive session	Aye: Engelmann, Gutcheon, Jaamal, Mack.
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9. Possible action arising from item 8

The chair read Resolution 2021-06. Mr. Jaamal moved that the Board approve the resolution. Ms. Engelmann seconded.

To approve Resolution 2021-06	Aye: Engelmann, Gutcheon, Jaamal, Mack.
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10. Adjournment

Commissioner Engelmann moved adjournment. Mr. Mack seconded.

To adjourn	Aye: Engelmann, Gutcheon, Jaamal, Mack.
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The meeting adjourned at 4:49 p.m.

2021-06: A resolution settling a dispute with Northeast Building Group

Whereas Northeast Building Group has initiated mediation proceedings against the Windsor Housing Authority before the American Arbitration Association, Case # 01-21-0000-1337, wherein NBG is seeking a time extension to complete the Millbrook renovations project for the period from October 3, 2020 to June 30, 2021 per PCO# 64 & #82. NBG also is seeking extended general conditions for this time period in the total amount of \$262,498.18.

In order to resolve these issues without incurring further expenses or exposure in mediation or arbitration, and also to complete the Project and resolve all outstanding issues, the following settlement agreement is resolved by this Board:

WHA and NBG will agree that PCO's #64 & #82 are fully settled with the WHA issuing a single change order in the sum of \$210,000 for NBG's extended general conditions.

NBG also will be granted a time extension to complete the project, and will use its best faith efforts to achieve this goal as quickly as possible. It is anticipated that August 31, 2021 is the likely final completion date.

The parties will cooperate to the fullest possible extent to resolve all other outstanding issues and expedite the completion of the Project. The Chair of the Board of Commissioners is authorized to act as the person in authority as to all contract matters for this project.

NBG will agree that no further charges for extended general conditions will be submitted, per the foregoing.

WHA will not assert any liquidated damages against NBG, per the foregoing.

The parties will undertake all good faith efforts to avoid any further delays in the completion of the project.

The pending mediation proceeding will be postponed until this settlement agreement is formalized, and the subject change order is issued by WHA, upon which the mediation will be canceled.