

**Housing Authority of the Town of Windsor**  
Board of Commissioners  
Special Meeting  
June 9, 2021, 3:00 p.m.  
Fitch Court Apartments, Community Room and Zoom  
UNAPPROVED MINUTES

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

Commissioner Gutcheon, Chair, called the meeting to order at 3:01 p.m.

### 1. Roll Call

All Commissioners were present.

### 2. Public Comment and Written Communications

Vicki Arnesen described the minimum rents at Millbrook Village. She described previous management's plan to move residents from efficiencies to one-bedrooms and asked about the current plans.

Debra Fontaine told the Board she and others have had stoves with dangerously ill-fitting drip pans and described her own experience. She said she was charged for a stove drip pan replacement and asked what she could do about it. The chair replied that the Executive Director would speak to her after the meeting.

Mary Byrd described conditions at Fitch she wanted remedied, including drafty, inefficient windows, leaks, and odors.

Beverly Callendar discussed conditions at Fitch including the windows, cleaning of hallways and stairwells, and the laundry room. She feels unsafe with the current level of exterior lighting. She described the kinds of communication she received from WHA staff and didn't appreciate being treated like a child.

Brian Smith talked about maintenance and landscaping issues at Fitch Court. He feels he is being asked to give staff members a second chance who had lost his trust. He said residents feel much more confident with the new management, but are still afraid to speak up.

Karen Slavlik thanked Commissioner Taariq Jaamal for his courage and tenacity in representing residents, even under adversity.

Marvin Baker described being rushed into moving and given inadequate time and materials to pack. He believes the community rooms should be open 24/7 to provide maximum benefit to all tenants.

Mary Byrd clarified that while she has had issues with work orders and conditions at Fitch, she has not had any problems with staff members. She did not want to pile on.

Steve Chambers said he was branded a troublemaker by WHA staff not long after moving in. He said he does not receive the robocalls received by everyone but other troublemakers, and was never even given a tenant handbook to advise him of WHA policies. He had to copy a neighbor's at his own expense. He described the new electronic lock at the Millbrook community room and how it was installed. He feels it is an imprudent expense.

Peggy Eberle described facilities problems at Millbrook, including inappropriately-sized doorways and trabeations.

Archie Butler described maintenance and landscaping issues at Millbrook.

Vicky Arnesen spoke on behalf of Susan Christiansen, who could not attend the meeting, bringing to the Board's attention a work order in urgent need of completion.

Written communications were provided to the Board by Vicky Arnesen on behalf of the Millbrook Tenants' Union.

### 3. Report of Tenant Commissioner

Commissioner Jaamal welcomed Mr. Cappelletti as Executive Director. He thanked the following organizations and individuals for helping to restore safety, respect, and healthy homes for the elderly and disabled tenants of the Windsor Housing Authority, but especially for listening and taking the residents seriously: CT Fair Housing Center, Commission on Human Rights & Opportunities, HUD, the CT Legal Rights Project, Town of Windsor Senior Services, the Town Health Department, the Windsor Police Department, Mayor Trink and Councillors McAuliffe and Bress, Representatives Garibay, Gibson, and McGee, members of the community, and the Board of Commissioners.

Mr. Jaamal described the process for requesting a move from an efficiency to a one-bedroom and for residents relocated by the Millbrook rehab to their old units. He asked the Executive Director if RAP recipients would be relocated; Mr. Cappelletti said yes and briefly described the RAP program.

Mr. Jaamal spoke about the process for Renter's Rebate applications and services available through the Town Social Services department and by referral from the Resident Service Coordinator staff. He gave an update on the Millbrook Community Room.

#### 4. Approval of Minutes

The chair solicited additions and corrections to the minutes of April 20, April 28, May 6, May 10, and May 17, 2021. There were none. Commissioner Mack moved approval of said minutes; Commissioner Jaamal seconded.

To approve the unapproved minutes of April 20, April 28, May 6, May 10, and May 17, 2021	Aye: Engelmann, Gutcheon, Jaamal, Mack
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#### 5. Chairman's Report

The chair thanked the residents who attended for their insights. Everyone has truly been heard, by the Board and the Executive Director. Most of the issues described are not new to the Board, and he was pleased to say that most of them are known to new management and being addressed. The self-advocacy and solidarity shown by the residents over the past two years need to continue, to ensure that the new management remains connected and aware.

The chair informed the Board that the Town Council is in the process of appointing a Commissioner to fill the one vacancy on the Board. He expects an appointment will be made June 21.

#### 6. Financial Report

Hayley Fetrow, Chief Financial Officer, presented the May 2021 WHA financials and described how future reports would be structured. The draft audit of Fitch Court for 2020 has been submitted. The Board will meet with the auditor to go over the findings and notes. Ms. Fetrow took questions from the Board.

#### 7. Management Reports

Robert Cappelletti, Executive Director, extensively described management activities over the past three weeks.

Mr. Cappelletti talked about setting up tenant associations for each site, to create channels of communication as well as resident-centered programming.

RSC staff and he will hold meetings at each WHA property to hear from residents and solicit work orders that need to be addressed. Many work orders over the past two years had been discarded, some due to Covid. The plan is to set up a 24/7 answering service where a live human will take and triage work orders. Standards will be enforced.

## 8. New Business

- a. Resolution 2021-10: Designating Robert Cappelletti as person in authority with respect to the Millbrook Village Rehabilitation

The chair read Resolution 2021-10. Commissioner Engelmann moved adoption; Commissioner Mack seconded.

To adopt resolution 2021-10	Aye: Engelmann, Gutcheon, Jaamal, Mack
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- b. Resolution 2021-11: Special Audit

The chair read Resolution 2021-11. Mr. Mack moved adoption; Mr. Jaamal seconded.

To adopt resolution 2021-11	Aye: Engelmann, Gutcheon, Jaamal, Mack
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## 9. Old Business

None.

## 10. Other Items of Interest

The chair addressed the restoration of community rooms and a possible collaboration with the Town to install grills for residents' use.

## 11. Executive Session regarding financial information given in confidence, not required by statute (Agency assets and finances)

Commissioner Jaamal moved that the Board enter executive session concerning financial information given in confidence, not required by statute (Agency assets and finances). Commissioner Mack seconded.

To enter executive session concerning financial information given in confidence, not required by statute (Agency assets and finances)	Aye: Engelmann, Gutcheon, Jaamal, Mack.
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The Board entered executive session at 4:53 p.m. Present were Commissioners Engelmann, Gutcheon, Mack, and Jaamal; and Executive Director Robert Cappelletti.

At 6:03 p.m., Mr. Jaamal moved that the Board exit executive session. Ms. Engelmann seconded.

To exit executive session	Aye: Engelmann, Gutcheon,
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	Jaamal, Mack.
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12. Adjournment

Commissioner Mack moved adjournment. Ms. Engelmann seconded.

To adjourn	Aye: Engelmann, Gutcheon, Jaamal, Mack.
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The meeting adjourned at 6:03 p.m.

## 2021-10: A resolution designating Robert Cappelletti as person in authority with respect to the Millbrook Village Rehabilitation

Resolved, that Robert Cappelletti is designated Contract Officer and Person In Authority for all matters related to the Millbrook Village Rehabilitation project.

## 2021-11: A resolution concerning a special audit

Resolved, that the Executive Director is directed to procure forensic accounting services for the purpose of performing a special audit of the past three years of the Authority's finances; and further

Resolved, that the Executive Director is authorized and instructed to execute any instrument necessary or desirable to complete said procurement consistent with the procurement policy of the Authority.