

**Housing Authority of the Town of Windsor**  
Board of Commissioners  
Special Meeting  
June 21, 2021, 10:00 a.m.  
Ludlow Room, Windsor Town Hall and Zoom  
UNAPPROVED MINUTES

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

Commissioner Gutcheon, Chair, called the meeting to order at 10:15 a.m.

### 1. Fitch Court Audit

Jason Geel, CPA, of Maletta & Company presented an overview of the 2020 audit of Fitch Court Apartments, Inc. ("FCA"). Also present was Hayley Fetrow, interim CFO. Concerns include how costs are allocated between FCA and WHA in the absence of a management agreement, and the size of FCA's debt to WHA. Questions from commissioners followed the presentation.

### 2. 2021 Schedule of Regular Meetings

After discussion, a consensus was reached that the third Wednesday of the month at 3:00 p.m. is the best time for regular meetings. Since the Board never adopted a regular meeting schedule for 2021, a resolution will be presented at the June 30 meeting to do so.

### 3. Adjournment

By unanimous consent, the meeting was adjourned at 11:05 a.m.

## Resolution 2021-08: A resolution concerning entering an interagency agreement for management services

Resolved, that the Housing Authority of the Town of Windsor (“WHA”) enter an interagency agreement with the Housing Authority of the City of Meriden (“MHA”) in which MHA, its Executive Director, and its contracted finance firm will provide executive leadership, management review, general oversight of WHA’s administration and operations, and assistance with the transition back to local management, effective May 18, 2021. All the powers and duties of WHA Executive Director and Chief Financial Officer are vested in MHA for the duration of said agreement. WHA, through the Board of Commissioners, will maintain its legal, fiscal, and policy independence.

Further resolved, that the total cost to WHA for the services to be provided under said agreement is not to exceed the amounts allocated for those purposes in its budget. WHA may request additional services to be performed by MHA staff or contractors, to be billed by MHA at cost also not to exceed equivalent WHA budget allocations, or if not budgeted, an amount mutually agreed upon.

Further resolved, that the Board Chair is authorized and instructed to execute any instrument necessary or desirable to enact said agreement consistent with the provisions of this resolution.

## Resolution 2021-09: A resolution concerning agency legal services

Resolved, that the Board of Commissioners terminates and discharges the law firm of Madsen, Prestley and Parenteau, LLC from its contract to provide legal services, as set forth in the “Hourly Fee Agreement” entered into on or about October 27, 2018, said discharge effective immediately, unless the law firm fully explains why time is needed to disengage from a pending matter. HATW shall notify the law firm of such discharge, and request a status report on any un-concluded matters, as well as a copy of all emails, correspondence, memoranda, and other file material generated by their representation, including invoices.