

**Housing Authority of the Town of Windsor**  
Board of Commissioners  
Special Meeting  
July 21, 2021, 3:00 p.m.  
Community Room, Shad Run Terrace and Zoom  
UNAPPROVED MINUTES

Commissioners present: Engelmann, Gutcheon, McKay  
Commissioners absent: Jaamal (excused), Mack (excused)

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

### 1. Public Comment and Written Communications

No written communications.

Brian Smith is dissatisfied with lawn care at Fitch Court and believes the Fitch Tenants' Union is not being shown due deference. He also discussed lawn care at Millbrook and his displeasure at the possibility of future rent increases.

Margaret Olesky discussed work order items at Shad Run, in particular an issue with her door.

Sally Grossman discussed the state of the lawn at Millbrook and asked management's position on the tenants' unions.

Vicky Arnesen elaborated on lawn care issues at Millbrook. She discussed Renter's Rebate and sundry issues with the Millbrook rehab and her unit specifically. Why is it taking so long to get her an accessible mailbox?

Andrea Kubalik asked for clarification on the relocation of tenants from efficiency to one-bedroom units.

Archie Butler further discussed lawn care at Millbrook, particularly sloppy edge work.

Stephanie Scott asked about the security cameras at Fitch Court.

### 2. Approval of Minutes

Commissioner McKay moved approval of the minutes of June 30, 2021. Commissioner Engelmann seconded.

To approve the minutes of June 30, 2021	Aye: Engelmann, Gutcheon, McKay.
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### 3. Financial Report

Hailey Fetrow, CFO, commented on the June financials. Questions from the Board followed.

### 4. Management Reports

The chair commented on the distinction between a tenants' union and a tenants' association. Robert Cappelletti, Executive Director, discussed some of the concerns raised during public comment. He described the success of the meetings held at each property with RSC staff.

### 5. Executive Session to discuss preliminary drafts or notes (management review and action plan)

Ms. Engelmann moved that the Board enter executive session to discuss preliminary drafts or notes (management review and action plan). Mr. McKay seconded.

To enter executive session to discuss preliminary drafts or notes (management review and action plan)	Aye: Engelmann, Gutcheon, McKay.
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The Board entered executive session at 4:13 p.m. Present were Commissioners Engelmann, Gutcheon, and McKay; Executive Director Robert Cappelletti; and CFO Hailey Fetrow.

At 5:37 p.m., Mr. McKay moved that the Board exit executive session. Ms. Engelmann seconded.

To exit executive session	Aye: Engelmann, Gutcheon, McKay.
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### 6. Possible action arising from item 5

None.

### 7. Adjournment

Mr. McKay moved adjournment; Ms. Engelmann seconded.

To adjourn	Aye: Engelmann, Gutcheon, McKay.
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