

Housing Authority of the Town of Windsor
Board of Commissioners
Regular Meeting
October 20, 2021, 3:00 p.m.
Community Room, Shad Run Terrace and Zoom
UNAPPROVED MINUTES

Commissioner Gutcheon, Chair, called the meeting to order at 3:02 p.m.

1. Roll Call

Commissioners present: Engelmann, Freeman, Gutcheon, Jaamal, McKay

Commissioners absent: None

2. Public Comment and Written Communications

No written communications.

Steve Chambers wanted to make sure arrangements were made for consistent and quality groundskeeping and snow removal. He asked when Millbrook residents would be able to use the community room without restriction.

Yolanda Carrera told the Board about her request for accommodations under the ADA. Different staff members told her different things. She does not want the accommodation she was offered.

Vicky Arnesen thanked the group of volunteers who came to Millbrook to plant flowers.

3. Approval of Minutes

a. September 23, 2021

There were no additions or corrections. The minutes were approved by unanimous consent.

To approve the minutes of September 23, 2021.	Aye: Engelmann, Freeman, Gutcheon, Jaamal, McKay.
---	---

4. Report of Tenant Commissioner

Commissioner Jaamal answered some of the questions from public comment and reported on happenings on WHA properties. He discussed landscaping and the parking situation at Millbrook Village.

5. Chair's Report

The chair discussed the importance of having "shovel-ready" plans for improvements at WHA properties and asked about plans to do capital needs assessments. Robert Cappelletti, Executive Director, responded that he is planning to engage a consultant to do so in the near future.

6. Financial Report

CFO Hayley Fetrow gave a summary of the agency's financials for September. She presented the bill from Meriden Housing Authority for its first three months of contracted services, and gave a rundown of

savings compared to budget from the shared services agreement. Questions from the Board followed about the prices and services provided.

Commissioner Freeman moved to conditionally approve invoice 09-2021-WHA submitted by the Meriden Housing Authority, contingent on receipt of sufficient backup materials by the chair. Commissioner McKay seconded. Discussion followed. Mr. Freeman specified that he wished to see a more detailed breakdown of RSC services and a justification for the monthly management fee.

To conditionally approve invoice 09-2021-WHA submitted by the Meriden Housing Authority, contingent on receipt of sufficient backup materials by the chair.	Aye: Engelmann, Freeman, Gutcheon, Jaamal, McKay.
---	---

7. Management Reports

Mr. Cappelletti responded to questions and concerns raised in public comment. He walked the Board through his written report and answered many questions from the Board.

Mr. Cappelletti notified the Board that, in response to CHFA's desire for housing authorities to "true-up" their revenues, management is considering proposing a rent increase sometime in 2022.

8. New Business

a. Resolution 2021-15: 2022 Goal-Setting

The chair introduced resolution 2021-15. Mr. Freeman moved adoption and Mr. Jaamal seconded.

To adopt resolution 2021-15	Aye: Engelmann, Freeman, Gutcheon, Jaamal, McKay.
-----------------------------	---

9. Old Business

None.

10. Other Items of Interest

Commissioner Engelmann asked about the circumstances under which the Board could enter Executive Session. The chair summarized those specific circumstances, which are limited by state law.

11. Adjournment

With no further business, the meeting adjourned at 4:38 p.m.

2021-15: A resolution establishing a special committee for 2022 goal-setting

Resolved, that pursuant to Article V of the Housing Authority of the Town of Windsor bylaws, a special committee is created for the purpose of setting agency goals for 2022. The committee shall report to the Board no later than the January 2022 regular meeting of the Board.

Fitch Court Apartments, Inc.
Board of Directors
Special Meeting
October 20, 2021, 3:00 p.m.
Community Room, Shad Run Terrace and Zoom
UNAPPROVED MINUTES

Directors present: Engelmann, Freeman, Gutcheon, Jaamal, McKay

Directors absent: None

Adam Gutcheon, Chair, called the meeting to order at 4:38 p.m.

1. Approval of Minutes

Mr. Freeman moved adoption of the September 23 minutes. Mr. Jaamal seconded.

To approve the minutes of September 23, 2021.

Aye: Engelmann, Freeman, Gutcheon, Jaamal, McKay.
--

2. Financial report

WHA CFO Hayley Fetrow gave a summary of the corporation's YTD financials. The corporation is not self-sustaining, and relies on transfers from WHA-owned public projects to remain operational.

3. Fitch Court groundwater infiltration

WHA Executive Director Robert Cappelletti discussed his work with the Town of Windsor in attempting to evaluate and fund the work at Fitch Court that will be necessary to mitigate the groundwater infiltration issue.

4. Corporate relationship to Windsor Housing Authority

Timothy Fitzgerald, General Counsel to the WHA Board of Commissioners, presented his findings on the Corporation's legal status. He summarized the Covenant of Compliance and Regulatory Agreement with CHFA. We are current with our 990 filings but not our annual reports to the state. He discussed potential liability insurance issues. Questions from the Board followed. Mr. Fitzgerald will continue his research into whether being so closely controlled by the WHA and its board puts the Corporation at a disadvantage with respect to funding opportunities.

5. Adjournment

With no further business, the meeting adjourned at 5:01 p.m.