

**Housing Authority of the Town of Windsor**  
Board of Commissioners  
Regular Meeting  
Wednesday, December 15, 2021 at 3:00 p.m.  
Community Room, Fitch Court Apartments  
UNAPPROVED MINUTES

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

### 1. Roll Call

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

Commissioners absent: None

### 2. Public Comment and Written Communications

No written communications.

Vicky Arnesen asked why the Millbrook community room is closed when it was open before and why the Certificate of Occupancy is taking so long. She said that residents should have free and open access to their community rooms.

### 3. Approval of Minutes

a. October 20, 2021

b. November 17, 2021

Not all commissioners had been able to review the unapproved minutes, so their approval was deferred.

### 4. Report of Tenant Commissioner

Commissioner Jaamal discussed continuing issues at Millbrook Village related to the rehabilitation, including with emergency pull cords and smoke detectors. He asked several questions about a prospective rent increase, including when they would come into effect and what the out-of-pocket portion would be. He said that residents have expressed frustration to him about their experience calling in work orders; they feel accused of breaking things when staff asks questions to categorize and triage their issue. He asked about notice and communication regarding unit inspections. Finally, Mr. Jaamal expressed his appreciation for the increase in RSC programming, particularly the health-related programs featuring outside experts and providers.

Robert Cappelletti, Executive Director, answered several of the questions raised.

### 5. Chair's Report

The chair discussed the annual report he presented to the Town Council earlier this month. He asked other commissioners for their comments.

Commissioner Engelmann announced a large donation of personal care items from Amazon and tentative plans to make these items available to WHA residents on a regular basis.

Commissioner Freeman discussed the need for a Board orientation and walkthrough of WHA properties. Board members and Mr. Cappelletti set a date.

## 6. Financial Report

CFO Hayley Fetrow gave a summary of the agency's financials for November. She walked through the changes she made to the report formats for clarity and transparency.

Ms. Fetrow spoke about the 2020 WHA audit. It remains incomplete and our auditor has withdrawn from their contract. We will issue a new RFP to complete 2020 and 2021 simultaneously.

## 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 and Ms. Fetrow discussed the budget process. Management will send a framework of expected revenues and expense scenarios. The Board will ask questions and provide feedback and priorities for a final draft, which will be submitted for approval at the January regular meeting.

The chair announced a special meeting to be held January 5 at 3:00 at the Fitch Court Community Room for the purpose of reviewing the budget framework.

## 8. New Business

### a. Resolution 2021-16: 2022 Regular Meeting Calendar

Mr. Freeman moved adoption of Resolution 2021-16; Mr. Jaamal seconded.

To adopt Resolution 2021-16	Aye: Engelmann, Freeman, Gutcheon, Jaamal, McKay.
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## 9. Old Business

None.

## 10. Other Items of Interest

None.

## 11. Adjournment

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

## 2021-16: A resolution concerning the 2022 Regular Meeting Calendar of the Board of Commissioners

Resolved, that the Board of Commissioners adopts the following regular meeting calendar for 2022:

<b>Date</b>	<b>Time</b>	<b>Location</b>
January 19	3:00 p.m.	Community Room, Shad Run Terrace 40 Henry St
February 16	3:00 p.m.	Community Room, Millbrook Village 35 Mack St
March 16	3:00 p.m.	Community Room, Fitch Court Apartments 156 Bloomfield Ave
April 20	3:00 p.m.	Community Room, Shad Run Terrace 40 Henry St
May 18	3:00 p.m.	Community Room, Millbrook Village 35 Mack St
June 15	3:00 p.m.	Community Room, Fitch Court Apartments 156 Bloomfield Ave
July 20	3:00 p.m.	Community Room, Shad Run Terrace 40 Henry St
August 17	3:00 p.m.	Community Room, Millbrook Village 35 Mack St
September 21	3:00 p.m.	Community Room, Fitch Court Apartments 156 Bloomfield Ave
October 19	3:00 p.m.	Community Room, Shad Run Terrace 40 Henry St
November 16	3:00 p.m.	Community Room, Millbrook Village 35 Mack St
December 21	3:00 p.m.	Community Room, Fitch Court Apartments 156 Bloomfield Ave