

Housing Authority of the Town of Windsor
Board of Commissioners
Regular Meeting
Wednesday, February 16, 2022 at 3:00 p.m.
Millbrook Village Community Room, 35 Mack St
and via Zoom
APPROVED 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

The following members of the public spoke to the Board:

Vicky Arnesen
Yolanda Carrera
Donna Zeiter
Andrea Kubalik
Marvin Baker
Andrew McAllister
Peggy Deshaies
Brian Smith
Debra Fontaine

3. Approval of Minutes

a. January 19, 2022

Commissioner Freeman moved to approve the minutes of January 19, 2022. Commissioner McKay seconded.

To approve the minutes of January 19, 2022	Aye: Engelmann, Freeman, Gutcheon, Jaamal, McKay.
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4. Report of Tenant Commissioner

Commissioner Jaamal praised the continuing increase in RSC programming. He asked about the status of the Millbrook community room and agreed there should be 24/7 access.

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

5. Chair's Report

None.

6. Financial Report

CFO Hayley Fetrow introduced her changes to the report format and answered questions regarding the reports and the agency's fiscal health. This is the first month of reporting based on the budget approved in January.

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 proposed addendum to the Shared Services Agreement with the Housing Authority of the City of Meriden. The addendum specifies labor costs, whereas the current contract language only has "not to exceed" language in reference to the annual budget.

Mr. Freeman moved to approve the proposed addendum to the Shared Services Agreement with the Housing Authority of the City of Meriden. Commissioner Engelmann seconded.

To approve the proposed addendum to the Shared Services Agreement with the Housing Authority of the City of Meriden	Aye: Engelmann, Freeman, Gutcheon, Jaamal, McKay.
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8. New Business

a. Resolution 2022-03: Rent Increase

The chair introduced proposed Resolution 2022-03. Mr. Freeman moved adoption. Ms. Engelmann seconded.

The Board discussed the pros and cons of a flat \$25 increase for all units versus a 5% increase. The vast majority of any increase would be paid for through state and federal subsidies; tenants receiving income-based subsidies would see more of an impact on their out-of-pocket costs from this year's Social Security COLA, which increases their income and therefore, their portion of the rent.

Commissioner McKay left the meeting at 4:00.

Mr. Freeman moved to amend the resolution by substituting "5% (five percent)" in place of "\$25 (twenty-five dollars)" adoption. Ms. Engelmann seconded.

To amend proposed Resolution 2022-03 by substituting "5% (five percent)" in place of "\$25 (twenty-five dollars)"	Aye: Engelmann, Freeman. No: Gutcheon. Recused: Jaamal.
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To adopt Resolution 2022-03 (as amended)	Aye: Engelmann, Freeman, Gutcheon. Recused: Jaamal.
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9. Old Business

None.

10. Executive Session concerning strategy and negotiations with respect to pending litigation (Northeast Building Group, Inc. v. WHA)

Ms. Eneglmann moved that the Board enter Executive Session concerning strategy and negotiations with respect to pending litigation (Northeast Building Group, Inc. v. WHA). Mr. Freeman seconded.

To enter executive session concerning strategy and negotiations with respect to pending litigation (Northeast Building Group, Inc. v. WHA)	Aye: Engelmann, Freeman, Gutcheon, Jaamal.
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The Board entered Executive Session at 5:13 p.m. Mr. Cappelletti was present with the Board.

At 6:03 p.m., Mr. Freeman moved to exit Executive Session. Ms. Engelmann seconded.

To exit Executive Session	Aye: Engelmann, Freeman, Gutcheon, Jaamal.
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11. Adjournment

With no further business, the meeting adjourned at 6:04 p.m.

Resolution 2022-03: Rent Increase

(Adopted amendment indicated by ~~striketrough~~ for removals and underline for additions)

WHEREAS: the Connecticut Housing Finance Authority (CHFA), and the Department of Housing (DOH), requires review of the rental amounts for the State Moderate Income Developments and other affordable housing developments (Fitch Court, Shad Run and Mill Brook), and

WHEREAS: the Housing Authority of the Town of Windsor has reviewed the rents and recognized a need to increase the rents, and

WHEREAS: the residents were notified of a proposed 5% (five percent) rent increase on October 25, 2021 and given 30 days to comment, and

WHEREAS: A public hearing was held on November 29, 2021, and

WHEREAS: the Board of Commissioners of the Housing Authority of the Town of Windsor has reviewed the new rents:

NOW, THEREFORE, BE IT RESOLVED: that the Board of Commissioners of the Housing Authority of the Town of Windsor hereby approves a rent increase for every size unit of ~~\$25 (twenty five dollars)~~ 5% (five percent), effective with the recertification of residents April 1, 2022.