

Housing Authority of the Town of Windsor

Board of Commissioners

Regular Meeting

Wednesday, April 20, 2022 at 3:00 p.m.

Community Room, Shad Run Terrace

and via Zoom

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

Members of the public submitted several written communications.

The following members of the public spoke to the Board:

Wanda Reyes

Donna Zeiter

Brian Smith

Ryan Sherman

Vicky Arnesen

3. Approval of Minutes

a. March 16, 2022

Commissioner Freeman moved to approve the minutes of March 16, 2022. Commissioner McKay seconded.

To approve the minutes of March 16, 2022	Aye: Engelmann, Freeman, Gutcheon, Jaamal, McKay.
--	--

b. April 6, 2022

Mr. Freeman moved to approve the minutes of March 16, 2022. Commissioner Jaamal seconded.

To approve the minutes of April 6, 2022	Aye: Engelmann, Freeman, Gutcheon, Jaamal, McKay.
---	--

4. Report of Tenant Commissioner

Commissioner Jaamal discussed the different kinds of vouchers, community room issues, and renter's rebate. He explained his role as tenant commissioner and offered to discuss Shad Run residents' issues at any time.

5. Chair's Report

Commissioner Gutcheon, Chair, reported on the Board's decision earlier this month to seek contracted management services, and that the Management Services Procurement Committee would meet immediately after this meeting to dive into details and get the procurement process started. He reported on a recent conversation with Congressman Larson regarding capital funding opportunities. He reported that the 2020 agency audit was complete, and that the auditor would be at the regular May Board meeting to present his findings for 2020 and 2021.

6. Financial Report

Rob Cappelletti, Executive Director, gave a brief overview of March's finances.

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 discussed the procurement process for snow removal and landscaping. He will soon be awarding a one-year contract for those services. Commissioner Engemann and Mr. Freeman strongly advised that Mr. Cappelletti conduct thorough reference checks as part of his due diligence.

In response to many questions about Renter's Rebate applications, Mr. Cappelletti stated that given current staffing levels, it would be difficult for the Housing Authority to enter tenants' applications for them this year, but the Town of Windsor has not indicated it would be able to help either. The Board discussed recruiting volunteers to be supervised by Resident Services staff. Mr. Cappelletti will contact the town's Social Services department; if they are unable to help, the volunteer idea is workable.

8. New Business

None.

9. Old Business

None.

10. Adjournment

With no further business, the meeting adjourned at 4:29 p.m.