

**Housing Authority of the Town of Windsor**  
Management Services Procurement Committee  
Special Meeting  
Wednesday, April 20, 2022 at 4:30 p.m.  
Community Room, Shad Run Terrace  
and via Zoom  
UNAPPROVED MINUTES

Commissioner Gutcheon, Chair, called the meeting to order at 4:30 p.m.

1. Roll Call

Members present: Engelmann, Gutcheon, Jaamal, McKay.

Members absent: Freeman

2. Review draft Request for Proposal

The committee discussed aspects of the RFP including: scope of work, schedule for solicitation, length of term, whether to hold a pre-proposal conference, evaluation criteria, and fee proposal. The chair will write and circulate a draft based on the committee's feedback.

3. Approve Request for Proposal

No action.

4. Adjournment

With no further business, the meeting adjourned at 5:15 p.m.