

Housing Authority of the Town of Windsor
Board of Commissioners
Regular Meeting
Wednesday, August 17, 2022 at 5:00 p.m.
Community Room, Millbrook Village
UNAPPROVED MINUTES

Commissioner Gutcheon, Chair, called the meeting to order at 5:00 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:

- Brain Smith
- Vicky Arnesen
- Debra Fontaine
- Marvin Baker

3. Approval of Minutes

Commissioner Freeman made a parliamentary inquiry: was Commissioner Jaamal required to recuse himself from voting on Resolutions 2020-06 and 2020-07 at the July 20, 2022 Board meeting?

Response: because those resolutions related to the HCV program only and Mr. Jaamal is not an HCV voucher holder, he did not have a pecuniary interest in the outcome, and therefore was not required to recuse himself. However, there would be no harm in adding those resolutions to today's agenda and voting on them again, just in case the Chair is wrong.

Mr. Freeman moved to add the following items to this meeting's agenda as New Business:

- 2022-06: Schedule of Allowances for Tenant Furnished Utilities and Appliances
- 2022-07: Fair Market Rents and Payment Standards
- 2022-08: Transition of agency staff to management services vendor

Commissioner Jaamal seconded.

<p>To add the following items to this meeting's agenda as New Business:</p> <ul style="list-style-type: none">● 2022-06: Schedule of Allowances for Tenant Furnished Utilities and Appliances● 2022-07: Fair Market Rents and Payment Standards● 2022-08: Transition of agency staff to management services vendor	<p>Aye: Engelmann, Freeman, Gutcheon, Jaamal, McKay</p>
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a. July 20, 2022

Commissioner Freeman moved to approve the minutes of July 20, 2022. Commissioner Engelmann seconded.

To approve the minutes of July 20, 2022	Aye: Engelmann, Freeman, Gutcheon, Jaamal, McKay
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4. Report of Tenant Commissioner

Commissioner Jaamal discussed access to the Millbrook Village Community Room. Executive Director Rob Cappelletti answered Mr. Jaamal's questions and discussed the status of the Millbrook Village rehab project. Discussion from the Board followed regarding 24/7 keyfob access and the posting of useful information, such as the Board meeting schedule and the written explanation of lease terms, to Community Room bulletin boards.

5. Chair's Report

Commissioner Gutcheon, Chair, reported on the status of contract negotiations with WHA's management services contract awardee.

A training session on Commissioner roles and responsibilities will be held as part of the September 21 Board meeting.

The Chair discussed the Renter's Rebate program. State law places responsibility for accepting and processing applications on the Town Assessor; but the Town Council can vote to transfer that responsibility to the town's Social Services department. This should be the last year the Housing Authority takes on this responsibility, since it is not clearly authorized by state law. In the meantime, the town Social Services department is helping tenants complete their applications; interested tenants should call them at 860-285-1908 by September 23.

6. Financial Report

None.

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.

8. New Business

a. Resolution 2022-06: Schedule of Allowances for Tenant Furnished Utilities and Appliances

Mr. Freeman moved to adopt, or confirm as the case may be, Resolution 2022-06: Schedule of Allowances for Tenant Furnished Utilities and Appliances. Commissioner McKay seconded.

To adopt, or confirm as the case may be, Resolution	Aye: Engelmann, Freeman,
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2022-06: Schedule of Allowances for Tenant Furnished Utilities and Appliances	Gutcheon, McKay. Abstaining: Jaamal.
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b. Resolution 2022-07: Fair Market Rents and Payment Standards

Mr. Freeman moved to adopt, or confirm as the case may be, Resolution 2022-07: Fair Market Rents and Payment Standards. Ms. Engelmann seconded.

To adopt, or confirm as the case may be, Resolution 2022-07: Fair Market Rents and Payment Standards	Aye: Engelmann, Freeman, Gutcheon, McKay. Abstaining: Jaamal.
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c. Resolution 2022-08: Transition of agency staff to management services vendor

Mr. Freeman moved to adopt Resolution 2022-08: Transition of agency staff to management services vendor. Mr. McKay seconded. Discussion from the Board followed.

To adopt Resolution 2022-08: Transition of agency staff to management services vendor	Aye: Engelmann, Freeman, Gutcheon, Jaamal, McKay.
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9. Old Business

None.

10. Adjournment

With no further business, the meeting adjourned at 6:10 p.m.

Resolution 2022-06: Schedule of Allowances for Tenant Furnished Utilities and Appliances

WHEREAS: The WHA has historically adopted the State of Connecticut Department of Housing (DOH) Utility Allowance Schedule updated annually by DOH;

THEREFORE, NOW, BE IT RESOLVED BY THE COMMISSIONERS OF THE HOUSING AUTHORITY OF THE Town of Windsor THAT THE PROPOSED ALLOWANCES FOR TENANT-FURNISHED UTILITIES AND OTHER SERVICES ARE HEREBY ADOPTED, EFFECTIVE JANUARY 1, 2022.

Resolution 2022-07: Fair Market Rents and Payment Standards

WHEREAS: the Housing Authority of the Town of Windsor has annual payment standards for the Housing Choice Voucher Program; and

WHEREAS: the Secretary of the U.S. Department of Housing and Urban Development establishes the fair market rent standards annually; and

WHEREAS: the payment standards go into effect July 1, 2022; and

WHEREAS: the payment standards must be established between 90-110 percent of the fair market rents; and

WHEREAS: the payment standards for the Housing Authority of the Town of Windsor will be set at 110 % of the fair market rents; and

WHEREAS: the payment standards are as follows:

	O BR	1 BRS	2BRS	3BRS	4BRS
Final FY 2022 FMR:	\$960	\$1,170	\$1,450	\$1,790	\$2,120
FY 2022 WHA Pmnt Standard:	\$1056	\$1,287	\$1,595	\$1,969	\$2,332
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FY 2021 FMR:	\$980	\$1,200	\$1,480	\$1,840	\$2,150
FY 2021 WHA Payment Standard:	\$890	\$1,140	\$1,376	\$1,711	\$2,150

NOW, THEREFORE, BE IT RESOLVED: that the Commissioners of the Housing Authority of the Town of Windsor approve the fair market rents for the Housing Choice Voucher program effective July 1, 2022 and authorize the Executive Director to implement these new fair market rents.

Resolution 2022-08: Transition of agency staff to management services vendor

Whereas, on June 27, 2022, the Board of Commissioners of the Housing Authority of the Town of Windsor voted to enter into a contract for management services effective on or about September 1, 2022; and

Whereas, pursuant to the Board's Request for Proposal and the accepted bid, the responsibility for staffing the agency will belong to the management services provider, and the Housing Authority of the Town of Windsor will no longer directly employ its staff; and

Whereas, said management services provider intends to make offers of employment to all current agency staff;

Now therefore be it resolved, that the Housing Authority of the Town of Windsor will eliminate all directly employed staff positions as of August 31, 2022; and be it further

Resolved, that the Executive Director shall provide prompt notice of this reduction in force to all employees.