

Housing Authority of the Town of Windsor
Board of Commissioners
Regular Meeting
Wednesday, November 16, 2022, at 3:00 p.m.
Community Room, Shad Run Terrace
and via Zoom
UNAPPROVED MINUTES

Commissioner Freeman, Vice Chair, called the meeting to order at 3:11 p.m.

1. Roll Call

Present: Commissioners: Engelmann, Freeman, Jaamal, Jefferis, McKay.

Staff: Maria Demarco, Darleen West

Absent: None

2. Election of the Board Chair. Engelmann was nominated by McKay, seconded by Freeman. 5-0 yes.

3. Public Comment and Written Communications - None

4. Approval of Minutes October 19, 2022

Commissioner Freeman moved to approve the minutes of October 19, 2022. Commissioner Engelmann seconded. Approved 5-0-0

5. Report of Tenant Commissioner

Commissioner Jaamal discussed the community room issues and spoke of the new Birthday celebration program he started in the Millbrook community; monthly birthday party to celebrate residents' special day. Minor issues but residents report conditions much better with new Management.

6. Financial Report

Commissioner Freeman moved to approve the 2023 budget; seconded by Commissioner McKay. Approved 5-0-0

7. Management Report

- Fitch Court - Maria DeMarco reported she and her staff are working to reopen units closed due to water damage at Fitch Court. Four are in repair and one has been rented.
- Shad Run – There are five vacancies, three are in queue
- Millbrook – There are thirteen vacancies, ten were assigned to Veterans and three will be occupied in the up-coming weeks.
- The telephone system and computer system are in need of updating and are in the process of being evaluated.
- An outside firm is in the process of being hired to do inspections on compliance.

8. New Business

- A motion was made by Commissioner Freeman and seconded by Commissioner McKay to accept the updated grievance policy. Approved 5-0-0
- A motion was made by Commissioner Freeman and seconded by Commissioner Jeffries to accept the tenant selection process. Approved 5-0-0
- The debit card limit was updated to \$2000

9. Old Business

- The monthly management schedule updated to the 3rd Wednesday of every month to a 1 PM start.

10. Executive Session

- A motion was made by Commissioner Engelmann and seconded by Commissioner Freeman to go into Executive Session. Approved 5-0-0
- A motion was made by Commissioner McKay and seconded by Commissioner Freeman to exit the Executive Session.

11. Adjournment – Without objection the meeting was adjourned at 4:46 p.m.