

Housing Authority of the Town of Windsor
Board of Commissioners Meeting
January 17, 2024 at 1:00 pm
Fitch Court, 156 Bloomfield Avenue, Windsor, CT and Zoom

UNAPPROVED MINUTES

Commissioners present: Carol Engelmann, Harry Freeman, Taariq Jaamal
Commissioners absent: Stephen McKay, Ruth Jefferis

Staff present: Maria DeMarco, Darleen West, Paula Pierce

1. Roll Call

Commissioner Freeman called the meeting to order at 1:07 pm.

2. Public Verbal and Written Communications

None.

3. Approval of meeting minutes

A motion was made by Commissioner Jaamal to approve the October 18, 2023 Meeting Minutes as amended (changed 'reward' to 'award' in Item 8 New Business). The motion was 2nd by Commissioner Engelmann. Motion passed unanimously 3-0-0.

A motion was made by Commissioner Jamaal to approve the December Meeting Minutes as amended (changed "Fitch Court numbers are back to zero and units are available again and we'll be opening the Wait List. Millbrook vacancies have come down quite a bit – only 10 units vacant." to "All previously condemned units are back in service."). The motion was 2nd by Commissioner Engelmann. Motion passed unanimously 3-0-0.

4. Report from Tenant Commissioner

Recommending to residents to read their leases to make sure they understand them and to ask any questions they may have. Specifically, about insurance, no smoking, etc.

5. Chairperson's Report

Thinking about what's best for the community rooms. Would like to investigate getting residents fobs for community areas and bathrooms. Easier to get in and easier to track in case of problems. Thanks to Darlene for her hard work solving resident issues especially during the difficult weather. She goes above and beyond to get things right. Thanks to Paula Pierce for taking minutes as a volunteer. Commissioner Freeman also lauded Pierce's large range of volunteerism in Windsor.

6. Financial Report

Maria has hired someone to simplify financial reporting and to get them done faster. A motion was made by Commissioner Jaamal to accept the December Financial Report. The motion was 2nd by Commissioner Engelmann. Motion passed unanimously 3-0-0.

7. Management Report

Ended 2023 with 500 work orders completed. Average is 4.6 days for last year. Average for 2024 have been less than 1 day. Sometimes a special order is needed and delays the completion time. May convert some Shad Run units to Section 8 vouchers which will increase revenue. Vacancy rates are going up. Wait list is over 100 for Fitch. 148 for Millbrook. Shad Run wait list closed for now. Working on data input so offer letters can go out. \$2.8k delinquent at Fitch. \$12.2k Shad Run. \$3.4k Millbrook. Parking, Safety, Dog feces issues. RSC and a citizen volunteer have been very helpful with events and classes.

Millbrook parking, Commissioner Jaamal asked if people can park in visitors' lot during snow removal operations. The response was yes.

8. New Business

None

9. Old Business

Received \$10k grant from State Escrow for Realtors. Waiting for \$2.2 million grant. Fitch roof repair to start in April. Out to bid.

Shad Run: schedule a presentation for the board and to the residents so everyone understands the scope.

10. Adjournment

Commissioner Jamaal moved adjournment. Commissioner Engelmann seconded. Motion passed 3-0-0.

The meeting adjourned at 1:49 pm.