

Housing Authority of the Town of Windsor
Board of Commissioners Meeting
February 28, 2024 at 1:00 pm
Millbrook Village, 35 Mack Street, Windsor, CT and Zoom

UNAPPROVED MINUTES

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

Staff present: Maria DeMarco, Darleen West, Paula Pierce

1. Roll Call

Commissioner Engelmann called the meeting to order at 1:10 pm and requested the meeting be run by Maria DeMarco.

2. Public Verbal and Written Communications

Peggy Deshais of Millbrook spoke about an issue to be addressed by Darleen West.

3. Approval of meeting minutes

A motion was made by Commissioner Jaamal to approve the January 17 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 Jaamal to approve the December 20, 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.

4. Report from Tenant Commissioner

No new issues have been brought to his attention. He advises anyone with issues to read their leases.

5. Chairperson's Report

Money received for Fitch and Shad to have renovations done and to run programs in the community rooms. Asking commissioners to review the bylaws. Properties are all run by the book and in a transparent manner.

6. Financial Report

None. Reviewed every transaction from Sept 2022 to present.

7. Management Report

Work order numbers are looking much better. Emergency issues are now getting done in half a day. Residents not using the maintenance / emergency line so they are not seen until regular office hours. May get larger fridge magnets to remind people. Cleaned out abandoned and previously permission-pending units. Vacancy rates going down. Won't fill Shad vacancies in preparation for the renovations. Reviewing list of residents without insurance. Lease renewal guideline summary distributed to commissioners. Delinquencies are mainly rent. Smoking by residents seems to be decreasing. Feedback on the new RSC programming is great.

8. New Business

a. Policy updates and Approval

b. Rent Increase and Approval

There was a motion to approve the CHFA Rent Increase Policy as written made by Commissioner McKay and seconded by Commissioner Carol Engelmann. Motion tabled. (No quorum since this affects the tenant commissioner. A vote will be taken via email.)

c. Tenant Selection Policy

d. Approval of the 2024 Regular Board Meeting Schedule

There was a motion to approve the 2024 meeting schedule made by Commissioner McKay and seconded by Commissioner Carol Engelmann. Motion passed 3-0-0. Document attached.

e. Tenant Lease Highlights, etc.

Documents attached.

9. Old Business

Maria DeMarco looking into roof project funding, as the best estimate is higher than the \$500,000 grant received. Negotiating and will work with the Town after finalizing, and will present at the March 18 town meeting.

Consultant applied for additional funds for Shad Run. Contract should be in a couple weeks. Scope of work for previous project for Millbrook was lacking and had to be reworked several times. Will try to make this two-phase project run more smoothly. Got \$2 million, asking for \$4.6 million.

10. Adjournment

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

The meeting adjourned at 1:46 pm.