

Housing Authority of the Town of Windsor  
Board of Commissioner's  
Regular Meeting  
Wednesday, August 21, at 1:00 p.m.  
Community Room, Millbrook Village, 35 Mack Street  
***Unapproved Minutes***

**1. Call to Order:**

Commissioner Freeman called meeting to order at 1:05 pm

**2. Roll Call**

Present: Chairperson Engemann, Commissioner Freeman, Commissioner McKay

Commissioners absent: none

WHA Representative: Maria DeMarco

WHA Property Manager: Darlene West

Volunteer: Paula Pierce

**3. Public Comment**

Vicki (Millbrook village) re: kitchen usage

Kathy Capalepo (F6) re: gutter cleaning

Karen Savluk (B building) re: gutters

Billy Barton F12 unit tarp

Nathan Rawlins re: surge protector for TV

**3. Approval of Last Meeting's Minutes**

Approval of minutes from the May 22, 2024 meeting.

*Motion was made by Commissioner McKay to approve the May 22, 2024 Meeting Minutes (as amended) with the motion seconded by Chairperson Engemann. Motion passed unanimously 3-0-0*

Amendments to previous minutes:

1. March changes: section 10 in the motion for adjournment, the word "may" should be "made" (the motion).

Commissioner made (not may)

2. April changes: In the Section 6 (Financial Report), regarding the motion to accept the financial report, the words "Motion was approved" was duplicated. One set needs to be removed

**4. Report Tenant Commissioner**

A new tenant commissioner is in the process.

**5. Chairperson's Report**

Anyone earning less than \$100k will not have to pay taxes on social security or pensions

Get Windsor farmers market coupons from social services

A grant from the town of Windsor may be available to redesign the website

## 6. Financial Report

Financial report formatting is now easier to read and understand. Accountant will be doing reports in the future. Add a consolidated line. Section 8 program will be reported on as well. Fitch Court budgeted income and actual income are off due to roof repair and 4 other vacancies (in the basement – no elevator). Utilities at Fitch Court with so many common areas are high.

*Motion was made to accept the Financial Report by Commissioner McKay with the motion seconded by Chairperson Engelmann. Motion approved unanimously. Motion passed unanimously 3-0-0*

## 7. Management Report

Gutters are cleaned annually in late fall. Tarp issue is known and is pending process approval by the town. 263 work orders. 261 completed. Vacancy rate in Millbrook is down to 3 studio units. Delinquency numbers from rent are down a bit. All 10 veteran units are full.

Two grants for Shad Run will be separated – exterior (approved) and interior (pending).

Motion to accept the Management report by commissioner McKay, seconded by Chairperson Engelmann. Passed 3-0-0.

## 8. New Business

### a. Policy Updates/Corrections/New/Signoffs

Motion to accept the Windsor Housing Authority internal controls and finance policy by commissioner McKay, seconded by Chairperson Engelmann. Passed 3-0-0.

### b. Signing Authorizations

Motion to accept the Motion to add Darlene West as a signatory for contracts made by commissioner McKay, seconded by Chairperson Engelmann. Passed 3-0-0.

### c. Security Deposits - All Tenants

## 9. Old Business

Commissioner vacancies – possibly from the Windsor Senior Center (Are town employees eligible?)

## 10. Adjournment

Commissioner McKay made a motion to adjourn the meeting. Chairperson Engelmann seconded.

With no further business, the meeting adjourned at 1:42 pm.