

# Housing Authority of the Town of Windsor

156 Bloomfield Avenue  
Windsor, CT 06095-4235  
Phone (860) 285-8090  
Windsorha.org

Commissioners: Chair – Elizabeth Kenneson  
Vice Chair- Della Rondinone  
Secretary-Alpha Nicholson III  
Treasurer – Robert Mack  
Assistant Treasurer – Vacant

## Regular Meeting

Millbrook Village Community Room,  
35 Mack St., Windsor, CT 06095  
Monday, May 21, 2018 at 3:00 PM

### **1. Call to order**

At 3:05PM Elizabeth Kenneson, Chair, called to order the regular monthly meeting of the Housing Authority of the Town of Windsor. (HATW).

### **2. Executive Session**

The motion was made by Commissioner Rondinone and seconded by Commissioner Nicholson to adjourn to executive session. The motion carried 3-0-0 and Commissioners Kenneson, Nicholson and Rondinone adjourned to executive session with Executive Director Williams. Commissioner Mack joined the group at 3:10 PM.

At 4:01PM the motion was made by Commissioner Nicholson and seconded by Commissioner Mack to end the executive session. The motion carried 4-0-0.

The motion was then made by Commissioner Nicholson and seconded by Commissioner Rondinone to regretfully accept the letter of resignation from Executive Director Williams dated May 21, 2018 effective July 27, 2018 with the terms listed. (Attached). The motion carried 4-0-0. The regular meeting was then resumed.

### **3. Roll call**

Present: Commissioners Kenneson, Mack, Nicholson and Rondinone. Also present Executive Director Williams. One position on the board remains vacant.

### **4. Minute approval**

The motion was made by Commissioner Rondinone and seconded by Commissioner Nicholson to approve the minutes of the April 20, 2018 regular meeting. The motion carried 4-0-0.

### **5. Financial Report April 2018**

The motion was made by Commissioner Rondinone and seconded by Commissioner Mack to acknowledge receipt of the Executive Director's financial report for April 2018. The motion carried 4-0-0.

### **6. Public Communications**

Questions from Residents:

- Bonnie -Wants to know if RAP, (Rental Assistance Program) funding is still available and how to apply for Section 8 assistance
- Ron – Will there be an umbrella for shade and a container for cigarette butts in the designated smoking area?

### **7. Executive Director's report**

- **Site bedbug status**  
No findings

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- **Eviction proceedings**

KAPA notices in place along with Notices to Quit but no active court evictions

- **Status of Millbrook Village rehab**

A general contractor will be selected at this meeting. The grant should be closed in June or July. Another meeting will be scheduled to update the residents and answer their questions.

- **Resident vacancy status**

Fitch Court	Millbrook	Shad Run	
3	1 *	3	vacant
0	0	0	leased
1	0	3	applications pending
1	0	0	notices to vacate

1br-34 2br- 8 Eff-50 1br-16 Eff-42 hcap-18 waiting list

\*+ 3 units on hold for rehab

- **Housing Choice Voucher Program**

139/158, Project Based Voucher – 11/12 Total of 150 vouchers leased

- **Roofing repairs at Fitch Court**

More leaks have been discovered during recent rain. Darlene, the Property Administrator, is obtaining quotes for these repairs. One unit will need to remain vacant until repairs are completed.

- **Shad Run wall repairs**

Residents of the affected units will be contacted and arrangements made for repairs

- **College intern**

Since the Department of Labor has funded an office assistant, an intern is not being sought at this time.

- **Resident satisfaction & home ownership surveys**

Surveys will be both in the June newsletter and on line.

- **Staff recognition**

Executive Director Williams wanted the Board to be aware of the following accomplishments:

- Darlene- drafted a well written proposal for a heating and cooling preventative maintenance contract.
- Maida- drafted a resident incentive work program
- Jennifer - obtained a new quote for workers compensation insurance. Resulting changes will save the agency about \$4000 per year.

## 8. Report of Tenant Commissioner

- Residents at Shad Run have reported feeling safer after a troublesome non-resident was banned from the property.
- Some window shades that were destroyed when a unit was heat-treated for bedbugs have not yet been replaced.
- A resident has complained that the lawn mower is using the wrong blade.
- The residents' printer/copier is out of ink.

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## 9. Old Business

- The neighbor who was disturbing residents at Shad Run has been banned from the property for the rest of 2018.
- CHFA required stratification of rents for Shad Run will be discussed with redevelopment plans for that property
- Final draft of Personnel Policy has been given to commissioners for review and will be voted on in June.
- Section 8-41 of Chapter 28 of CT statutes - It was decided to add to the HATW bylaws a reference to Ct statutes Section 8-41 Sections (a) and (e).

## 10. New business

- **Millbrook Village general contractor selection**

The motion was made by Commissioner Nicholson and seconded by Commissioner Mack to accept the recommendation of Steve Ball of John D'Amelia and Associates to approve the award of the contract to Northeast Building Group for the Millbrook Village rehab project for the base bid of \$2,980,000 plus add alternates of \$50,600 for CCTV security camera system and \$58,822.50 for new appliances for a total project cost of \$3,089,422.50. The project has a \$308,900 (10%) construction contingency for change orders about and beyond the \$3,089,422.50. The motion carried 4-0-0.

HATW will need to hire a Clerk of the Works for this project.

- **Shad Run Terrace Housing Academy presentation:**

Executive Director Williams showed the board a portion of the presentation she will give to the Housing Academy on Wednesday May 23, 2018. This presentation includes present and projected demographics, a proposal to add additional units as part of the rehab, of Shad Run Terrace, a plan for working with WILA, and how the funding might be obtained from the business community.

## 11. Adjournment

The motion was made by Commissioner Rondinone and seconded by Commissioner Mack to adjourn the meeting. At 5:27PM Commissioner Kenneson adjourned the meeting.

Respectfully submitted,  
Caren Barry