

# **Housing Authority of the Town of Windsor**

## **Board of Commissioners Meeting**

October 18, 2023 at 1:00 pm

Shad Run, 40 Henry St, Windsor, CT and Zoom

### **UNAPPROVED MINUTES Amended**

Commissioners present: Carol Engelmann, Harry Freeman, Ruth Jefferis

Staff present: Maria DeMarco, Darleen West, Paula Pierce

Commissioners absent: Stephen McKay (excused), Taariq Jamaal (excused)

#### **1. Roll Call**

Commissioner Freeman called the meeting to order at 1:19 pm.

#### **2. Public Verbal and Written Communications**

None.

#### **3. Approval of meeting minutes**

A motion to approve the Minutes from the June 28, 2023 was made by Commissioner Jefferis. Seconded by Commissioner Engelmann. Passed 3-0-0

A motion to approve the Minutes from the September 27, 2023 meeting (as amended) was made by Commissioner Jefferis. Seconded by Commissioner Engelmann. Passed 3-0-0

#### **4. Report from Tenant Commissioner**

No report.

#### **5. Chairperson's Report**

Annual report will be presented to Town Council on November 6, 2023.

#### **6. Financial Report**

- Report will be presented next month.
- Clarification/Correction from last report.
- Water bills to date \$51,184. Budgeted \$52,990.
- Federal Section 8 – we draw down funds and they go right out
- Insurance/Maintenance – Contractor services were high. \$60k received will bring that number down.
- Legal expenses are listed under Millbrook

## 7. Management Report

Tenants Rule Enforcement concerns:

1. Maintenance reporting – emergency reports including subcontractors were not getting closed out. Now reports will be closed when our part is closed.
2. Smoking - We still have issues with smoking on the property. \$250 fines have been issued. Inspections that show evidence cost \$1800 to remediate. Some leases may not be renewed because of repeated issues.
3. Unit modifications - roof leak in one unit
4. Rent – One person applied for the lottery for PPC rent subsidy (HUD pays 70%). Also, some tenants don't pay on time. Three time offenders may not get renewed.
5. Delinquency report – reviewed
6. New RSC is doing very well
7. Unauthorized Appliances (Reminder)
8. Documents

## 8. New Business

Grants – We've gotten CDBG grant, a grant for roof (\$500,000) at Fitch Court, waiting for award letters. Applied for a new grant for \$10,000 for resident activities. Additional grant may be available for interior repairs for Shad (may end up with up to \$5 million total). For interior, we'd do 4 units at a time to not displace people off property. Talking about solar at Shad.

## 9. Old Business

Nothing reported.

## 10. Adjournment

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

The meeting adjourned at 1:57 pm.