

Housing Authority of the Town of Windsor
Board of Commissioners Meeting
September 27, 2023 at 1:00 pm
Special Meeting
Millbrook Village, 35 Mack Street, Windsor, CT and Zoom

UNAPPROVED MINUTES

Commissioners present: Carol Engelmann, Harry Freeman, Ruth Jefferis, Stephen McKay. Staff present: Maria DeMarco, Darleen West, Paula Pierce

Commissioners absent: Taariq Jamaal

1. Roll Call

Commissioner Freeman, called the meeting to order at 1:03 pm.

2. Public Verbal and Written Communications

No comments.

3. Approval of meeting minutes

Minutes from June 2023 postponed

4. Report from Tenant Commissioner

No report.

5. Chairperson's Report

Commissioner Engelmann thanked Maria DeMarco and Darlene West for a successful year and so many improvements.

6. Financial Report

A motion to accept the financial report was made by Commissioner Steve McKay. Seconded by Commissioner Engelmann. Passed 4-0-0

7. Management Report

- Hired a Resident Services Coordinator (RSC), doing appropriate programs for residents, the Town of Windsor is doing other programs.
- Doing cleanup including storage units, tag sale, donating or discarding items
- Some tenants still smoking on properties. Instituted fines.
- 13 Vacancies
- Increase in receivables for Shad Run
- Got a needs assessment for geothermal, sent to CHAFFA
- Tenants Election Resolution was done, being signed today

- Correction to the Maximum income and utility allowance policy \$49,620 for one person, \$56,700 for two people. Calculated by 60% median income of the area-attached
- Resolution Utility Allowance Policy updated - attached

8. New Business

- None

9. Old Business

- Efficiencies are harder to rent. Will email all people on the waiting list to see if they are interested in efficiencies. First come first served. If that doesn't work, will open the wait list. If that doesn't work, will consider setting aside three for WILA or others with disabilities.

10. Adjournment

Commissioner **Jefferis** moved adjournment. Commissioner **McKay** seconded. Motion passed 4-0-0.

The meeting adjourned at **2:00 pm**.