

**Housing Authority of the Town of Windsor**  
**Board of Commissioners Meeting**  
March 15, 2023 at 1:00 pm  
Community Room, 40 Henry Street, Windsor, CT and Zoom

UNAPPROVED MINUTES

Commissioners present: Carol Engelmann, Harry Freeman, Ruth Jefferis, Taariq Jamaal

Commissioners absent: Stephen McKay

1. Roll Call

Commissioner Engelmann Chair, called the meeting to order at 1:05 pm.

A motion was made by Commissioner Freeman to change the agenda moving the guest to just after Roll Call. Engelmann seconded. Motion passed 4-0-0.

Guest speakers: Jasmine and Maggie from Social Services regarding Renters Rebate

2. Public Verbal and Written Communications

Brian Smith from Fitch Court: Management as taken sides, siding with Darlington and Joseph and against himself. Darlene West has never been held accountable for her actions. Joseph is rude towards tenants and 'goofs off' instead of working. Rules don't seem to apply to him since he doesn't adhere to the over-55 rule. Our voices don't seem to be heard. DeMarco is running a neighboring community's housing.

3. Approval of Last meeting's minutes – Feb 15, 2023

Minutes from the February meeting will be postponed until next month's meeting.

4. Report from Tenant Commissioner

No comments. All concerns will be addressed in New Business.

5. Chairperson's Report

Commissioner Engelmann mentioned meetings at all three communities that were well attended and informative. Great attitude, good communication. 70% of furniture needs for Millbrook has been received. Waiting on a few specific items. And then will work on the other two locations.

Commissioner Freeman asked if the issues from those meetings have been compiled into a list. Maria replied yes and detailed a few of the items on the list. Most were minor. A list will be distributed. Bi-monthly meetings.

## 6. Financial Report

The most recent financial reports are available but don't always show trends due to timing of rent receipt, etc. Recent plumbing issue at Fitch court will be reflected in the next report. Commissioner Jefferis asked what the urgent issues were. Commissioner Freeman asked about the number of incomplete work orders. Commissioner Jefferis asked about maintenance staff for each location. They are looking for additional staff.

Financials will be reviewed at the next meeting.

## 7. Management Report

Maria reported that unit inspections are required annually.

## 8. New Business

- Transfer Policy - updated to reflect different reasons and if a transfer fee applies.
- Smoking Policy - there's no smoking anywhere on the properties.
- Rent Increase for 2023 - not calculated yet. HUD restrictions.

Commissioner Freeman moved to approve the transfer policy. Seconded by Jefferis. Motion passed 4-0-0.

Commissioner Freeman moved to approve the smoking policy. Seconded by Jefferis. Motion passed 4-0-0.

Commissioner Freeman moved to approve the rent increase for 2023.

Commissioner Freeman amended the motion to approve the rent increase for 2023 per the guidelines of HUD, CHFA and DOH. Seconded by Jamaal. Motion passed 4-0-0.

## 9. Old Business

Maria mentioned the Town is agreeable in assisting with the grant application for the Fitch Court roof. She is expecting three bids today. CDB grants from the town may also be available. Commissioner Freeman mentioned a \$5,000 neighborhood enhancement grant from the town for community projects.

## 10. Adjournment

Commissioner Freeman moved adjournment. Commissioner Jamaal seconded.

The chair stated that the Board's next meeting would be at Fitch Court.

The meeting adjourned at 2:05 pm