

Housing Authority of the Town of Windsor
Board of Commissioners Meeting
April 19, 2023 at 1:00 pm
Fitch Court, Windsor, CT and Zoom

UNAPPROVED MINUTES

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

Commissioners absent: Taariq Jamaal (excused)

1. Roll Call

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

2. Public Verbal and Written Communications

Vicki Arnesen, Andrew Kubalik and Billy Barton asked questions that will be addressed by the Executive Director.

3. Approval of Previous meeting minutes – February and March

Minutes from the March 15, 2023 meeting. Motion by McKay. Seconded by Engelmann. Passed 3-0-1

Minutes from the February 15, 2023 meeting. Motion by McKay. Seconded by Engelmann. Passed 4-0-0.

4. Report from Tenant Commissioner

No report.

5. Chairperson's Report

Commissioner Engelmann mentioned that the donated furniture arrival is pending. The Windsor Garden Club will be doing plantings out front and adding a bench starting in early May. She clarified that this is an apartment complex not assisted living; different rules apply. Maria is working with the town and grants to fund needed resources.

6. Financial Report

The report has been emailed to each commissioner.

7. Management Report

There is a delay in checks being cashed. She is looking into a solution. Sav-More will be coming in to each building as money and time permit. Shad will be power washed on May 26. Plantings as well.

DeMarco is applying for a \$500k grant through the town to help with funding for roof and windows for Fitch Court. The Town is also applying for the state's "Small Cities" grant to fund the Housing Authority's revamp of Shad Run. There will be a public meeting and the town will have to approve it officially.

Social Services will be coming to each location to help people with renter's rebate applications. May 23rd at Millbrook.

8. New Business

- a. Resident Transfer Policy – There is a fee of \$600-\$750 if an individual requests a transfer unless the reason for the move is out of the individual's control.
- b. Smoking Free Housing Policy – can't smoke inside the unit. There are many expenses for cleaning air filters, etc. This is an eviction/non-renewal offense.
- c. Rent Increase for 2023 – accepted at the last meeting.
- d. Pet Policy w/attachments – different from service animals

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

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

Commissioner McKay moved to approve the Pet policy increase policy. Seconded by Commissioner Engelmann. Motion passed 4-0-0.

9. Old Business

No issues.

10. Adjournment

Commissioner Freeman moved adjournment. Commissioner Engelmann seconded. Motion passed 4-0-0.

The meeting adjourned at 1:40 pm