

Housing Authority of the Town of Windsor
Board of Commissioners Meeting
June 28, 2023 at 1:00 pm
Shad Run Terrace Apartments, Windsor, CT and Zoom

UNAPPROVED MINUTES

Commissioners present: Carol Engelmann, Harry Freeman, Ruth Jefferis, 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 1:21 pm

2. Public Verbal and Written Communications

Comments were made by Anthony Callendar unit # 6 asked a question that will be addressed by the Property Manager.

3. Approval of meeting minutes

A motion to approve the Minutes from April 19, 2023 (as amended) was made by Commissioner Jefferis. Seconded by Commissioner Engelmann. Passed 3-0-0

A motion to approve the Minutes from May 17, 2023 (as amended) meeting was made by Commissioner Jefferis. Seconded by Commissioner Engelmann. Passed 3-0-0

4. Report from Tenant Commissioner

No report.

5. Chairperson's Report

No report.

6. Financial Report

A motion to accept the financial report was made by Commissioner Jefferis. Seconded by Commissioner Engelmann. Passed 3-0-0

7. Management Report

- New maintenance person started Monday.
- Tag sale of tenant and publicly donated items in July. Small table fee.
- Public and non-tenants using Fitch Court as if it is public or town property
- Working on vacancies

- Will send out information to tenant's regarding the need to enforce rules and guidelines, including need to secure renter's insurance.
- Collections for repairs, unpaid electric bills, bounced check fees, some unpaid rent, etc are being followed up on.

8. New Business

- Summer Meeting Schedule – Will keep scheduled meetings at this time but one may be cancelled.
- Tenant Rule Enforcement Concerns – Staff will send notifications to Tenants.

9. Old Business

- Attorney Fitzgerald was able to settle the matter noted.

10. Public Verbal and Written Communications reopened

- Comments were made by Mark Anthony Sanderson of unit # 43.

11. Adjournment

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

The meeting adjourned at 2:08 pm.