



WINDSOR HOUSING AUTHORITY
156 Bloomfield Avenue, Windsor, CT. 06095
Phone (860) 285-8090 • Fax (860) 688-7131
www.windsorha.org

2025

Board of Commissioners Meeting Agenda

May 21, 2025 at 1:00 p.m.

Fitch Court, 156 Bloomfield Ave, Windsor, CT 06095

MEMBERS PRESENT: Chairperson Carol Engelmann, Commissioner Steve McKay,
Commissioner Don Summers Jr.

MEMBERS ABSENT: none

WHA Representatives Present: Darlene West, Maria DeMarco

CALL TO ORDER: 1:09 pm

PUBLIC COMMENT: none

APPROVAL/ADOPTION OF MINUTES:

A motion to approve the April 16, 2025 Meeting Minutes was made by Chairperson Engelmann, seconded by Commissioner Summers Jr. Motion passed unanimously 3-0-0.

There was no meeting in March 2025.

TENANT COMMISSIONER REPORT: Improvements on the property. Need training regarding bed bugs at Millbrook. Tenant's recliner was treated and kept which upset some tenants. Dumpster doors removed, if they aren't being replaced, the hinges should be removed. There was a death in D block. Bike racks are reported as being overcrowded.

CHAIRPERSON'S REPORT: Keeping residents informed of community events such as Windsor Art Center holding a monthly Night of Music event which is free to the public.

FINANCIAL REPORT: Budget issues: unbudgeted repairs, lower occupancy, some delinquencies. *A motion to accept the Financial Report was made by Commissioner McKay and seconded by Chairperson Engelmann. Motion passed unanimously 3-0-0.*

WHA MANAGEMENT REPORT:

- 170 workorders. 165 completed. Average days 2.4 days.
- 3 units vacant at Fitch, can't rent them - short of vouchers.
- Shad Run vacancies are down. Occupancy 98%. 6 units and 3-4 are ready (6 are set aside for construction).
- 94% occupancy at Millbrook
- Wait lists are healthy. 181 Fitch, 251 Millbrook, approx. 120 at Shad Run. No tenants in legal.
- New intercom at Fitch Court is working well. Looking for grants for additional improvements. Shad Run getting new doors and windows and hopefully siding.



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NEW BUSINESS:

- a. Policy Updates/Corrections/New/Signoffs
 - Minimum Rent Increase to \$100
 - Illegal dumping
 - Tenants allowing others to use their address
 - Mailboxes
- b. Maintenance Vehicles getting old and need costly repairs. Consider trading in two old pickup trucks and buy one. Will get estimates, check state surplus. State has list of vetted suppliers for new.
- c. Lease Renewals not on auto-renew. If they pay late 3 times in a year, they risk being non-renewed
- d. WHA Bylaws – vote on updates at next meeting
- e. Vouchers – the amount of money received from the Federal government to pay for vouchers for residents and those who rent in the community has been cut substantially. This may change but we have a shortfall and have to look at a fair policy for removing people from the program.

OLD BUSINESS: Draft audit – all changes have been made and sent to the state. In compliance.

PUBLIC COMMENT:

- Billy - mentioned the cord in a bathroom doesn't work and that filters need cleaning.
- Vicky – box to left of door of community room is beeping. Concerns about her fire exit.

A motion to go into Executive Session was made by Chairperson Engelmann and seconded by Commissioner Summers. Motion passed unanimously 3-0-0.

ADJOURNMENT: 1:58

Commissioner McKay made a motion to adjourn. Chairperson Engelmann seconded. The motion passed unanimously (3-0-0).

Executive Session entered at 1:59 pm.

Commissioner Summers made a motion to adjourn, seconded by Commissioner McKay. The motion passed unanimously (3-0-0).

Executive Session ended at 2:15 pm.

Respectively Submitted,
Paula M. Pierce