



FAIR RENT COMMISSION

SPECIAL MEETING

February 19, 2025 – 6:30 PM – Ludlow Room, Windsor Town Hall

PRESENT IN PERSON: *Charles Jackson, Tylon Chaney, Dawn Zukowski, Rachel Cusanno*

ABSENT: *Ikesha Guy, Sandra Reault, Alysse Reynolds, Michael Bivans, Hope Ploszaj*

STAFF PRESENT: *Patrick McMahon*

GUESTS: *None*

1. CALL TO ORDER

The meeting was called to order at 6:35 PM.

2. INTRODUCTION OF COMMISSION MEMBERS

Commission members present introduced themselves. McMahon introduced self as staff liaison to the Commission.

3. OUTLINE OF FAIR RENT COMMISSION PROCEDURES

McMahon provided an orientation packet to each member including: the Commission roster; the ordinance establishing the Commission; fair rent complaint form; sample letter to landlords; criteria that the Commission can consider to determine whether rental charges are excessive; history of complaints filed in the last four years; FRC factsheet and frequently asked questions; and information on area rents. Cusanno indicated that she should be shown on the roster as unaffiliated and asked about becoming a full tenant member.

McMahon explained when a resident reaches out by phone or email about a rent complaint, he explains the process and then sends the resident the complaint form. McMahon went over the information that is requested on the complaint form. If the resident chooses to complete the form and return it to McMahon, he sends a letter to the landlord with a copy of the complaint. He indicates to the tenant to continue to pay their last agreed to rent amount and notifies the landlord that they cannot take any retaliatory action against the tenant for filing the complaint. Some complaints are focused just on the rent increase. Others may include a complaint about failure to make repairs to the unit. In such cases, McMahon will ask the Health Department to conduct an inspection and prepare a report of the conditions with photos.

McMahon indicated that the goal is for the landlord and tenant to come to their own mutually agreeable solution – whether that is a phased increase or completed repairs –

without elevating to the Commission for a formal hearing. With town facilitation, no complaints have gone to the level of a hearing in many years.

McMahon went through the complaints received over the last several of years all of which have been resolved by agreement of the landlord and tenant. There is one active complaint and McMahon is working with the parties to try and resolve it. As the complaint included needed repairs, McMahon requested the Health Department to do an inspection.

McMahon indicated that if a case is elevated to the Commission there would be a hearing process. McMahon would provide a copy of the complaint and a summary of the case development. The parties would each be able to present their sides in front of the Commission represented by themselves or counsel. McMahon suggested scheduling a training on the hearing process with Sarah White of the Connecticut Fair Housing Center and Atty. Raphael of Connecticut Legal Services. The Commission expressed interest in conducting a mock hearing sometime in March. Commission members expressed general availability on Tuesdays, Wednesdays and Thursdays.

4. REPORT OF ACTIVITIES FROM STAFF LIAISON

McMahon mentioned the formation of a Fair Rent Commission Network of communities over 25,000 in population that are required to have a Fair Rent Commission. McMahon will participate as staff liaison in the network. The Commission is scheduled to provide a report to the Town Council of its activities on May 19th. McMahon indicated that the Commission does not have a regular meeting schedule and special meetings are called when necessary.

5. PUBLIC COMMENT

No public comment.

6. ADJOURNMENT

Meeting adjourned at 7:30 p.m.