

**EAST WINDSOR HOUSING AUTHORITY
REGULAR MEETING – APRIL 20, 2009
MINUTES**

CALL TO ORDER AND ATTENDANCE

The meeting was called to order at 7:00 p.m. by Chairman Boutin. Commissioners LaMay, Lamb, and Percoski were present, along with Dale Nelson our liaison to the Board of Selectman. Commissioner Legassie was not present

ADDED AGENDA ITEMS

There was one Added Agenda Item

Under Meeting Minutes of:

b) **Special Meeting – April 6, 2009**

MEETING MINUTES OF:

Regular Meeting – March 16, 2009

The minutes of the regular meeting of March 16, 2009 were reviewed by all Commissioners present. A motion was made by Commissioner Percoski, seconded by Commissioner Lamb to accept the minutes of March 16, 2009 as presented.

Percoski/Lamb

Unanimous

Special Meeting – April 6, 2009

The minutes of the Special Meeting of April 6, 2009 was reviewed by all Commissioners present. A motion was made by Commissioner LaMay, seconded by Commissioner Percoski to accept the minutes of April 6, 2009 as presented.

LaMay/Percoski

Unanimous

BILLS AND COMMUNICATIONS

Check Register – March 18 – April 15, 2009

The check register for March 18 – April 15, 2009 was reviewed by all commissioners present and all questions answered. A motion was made by Commissioner Percoski, seconded by Commissioner Lamb to accept the check register of March 18 – April 15, 2009 as presented

Bank Reconciliation March, 2009

The Bank Reconciliation of March, 2009 was reviewed by all commissioners present.

PUBLIC COMMENTS

Nancy Spencer, #79 spoke to the fact that people were getting excited about the prospect of a Tag sale and that the plans for the tag sale were coming along nicely. Nancy also reported that approximately 22 people have signed up (mostly on the 3rd level, and some on the 1st level). She plans on going around to all the residents to see if they would like to take part in the Tag Sale.

Dale Nelson, our liaison to the Board of Selectman, told all present that she felt that the Board of Commissioners and in particular, Karen Boutin, have been doing a spectacular job in managing Park Hill during the absence of an Executive Director. She also said that she was glad to see so many programs and activities planned.

REPORTS OF THE INTERIM EXECUTIVE DIRECTOR, Karen Boutin

The inspections of the apartments is still on-going. They are going very well and through the inspections, some of the strobe lights have had to be replaced.

The meet and greet on April 8, 2009 went very well.

There have been some incidents of someone stealing soap and toilet paper from the front bathrooms. A call has been put into Rovic to inquire as to the cost of locking containers for the bathrooms.

Grants are still being worked on and when any additional information is forthcoming it will be brought to the attention of the Commissioners.

The tenant recertification's are almost completed (will be done by the end of this week). Once done, Barbara and I with the assistance of Darlene will be working on the 2009-2010 budget to hopefully be presented to the Board at the May meeting in order to meet our deadline with the State of Connecticut, which is June 1, 2009.

There was a meeting with a representative from Winn Development, Ralph Alexander, Darlene and myself regarding monies owed to us for the management of Mill Pond as well as complaints from tenants at Mill Pond

Village which have been received in this office. Winn Development will be sending out worksheets with regard to the calculations of the monthly checks received by the Housing Authority; and there will be more communication with Winn regarding issues of the tenants at Mill Pond as they are brought to our attention.

Mandy, the new Resident Services Coordinator has a lot going on. The residents all like her as the RSC and she is doing a really good job.

We have two apartments vacant at this time, #21 and 81 which are doubles; and #51 (another double) will be vacated on May 1st and apt. #31 which is a single will be vacated sometime either this month or next.

Since the weather has been getting nicer, the Maintenance Staff have put all the picnic tables out.

The interim audit for the period ending December 31, 2008 is almost done. When any additional information is forthcoming it will be brought to the attention of the commissioners.

We will be contacting the school to see if they can help us do new Mailbox holders, with a separate cubby on each level for the Reminder, and then tackle the actual mailboxes. The mailboxes currently in use are original ones and are rusting out. We are hoping to get new plastic ones that will hold up better.

There is a new sign up on the Community Hall denoting the address as 1A. If the commissioners agree we would like to get signs like that for each of the buildings denoting which apartments are in each building making it easier for emergency crews to find the appropriate apartment in an emergency.

RESIDENT SERVICES COORDINATOR REPORT

The Housing Authority has a new Resident Services Coordinator and her name is Amanda Monahan. She started working for the Authority under a grant issued by the State of Connecticut on March 30, 2009.

The following is her report for the time period March 30 – April 15, 2009:

She has set up her office and organized files.

She has assisted a Resident by contacting Companions and Homemakers of Enfield for help with cleaning up his apartments in conjunction with the recent apartment inspections.

She has gone around the complex and introduced herself to some of the residents.

She has been gathering informational brochures and have put them in labeled containers in the Community Hall.

She has met with a couple of the residents for their assistance with the Beanies for Baghdad Program which has been started here at Park Hill and will be on-going.

She sent out memos regarding the Meet and Greet and assisted in organizing the event.

Typed up memos for some of the upcoming events and projects.

Has contacted local agencies for their brochures on different aspects of the aging process and what services their individual agencies offer the elderly.

Made arrangement for a band to play for the residents on May 18th. Information to follow regarding this event.

Met with a resident to explore the possibility of starting up Bingo again.

She has contacted Stop & Shop and was able to procure the green recyclable shopping bags for each resident.

She has set up various activities such as Wll games, card games and a knitting/crochet club. All of the activities are scheduled to begin by the end of April. She is also working with two residents on coordinating a Park Hill Tag Sale which is scheduled for May 16th.

Last but not least, she attended a seminar at the UCONN Health Center, UCONN Center on Aging in the Keeney Memorial Cultural Center in Wethersfield.

REPORTSOF COMMITTEES

The report on the lock boxes and the representative from the Broad Brook Fire Department has been postponed until our May meeting.

UNFINISHED BUSINESS

There was no Unfinished Business

NEW BUSINESS

There was no New Business

POLICY AND PROCEDURES

There were no Policy and Procedures

EXECUTIVE SESSION

- A) Personnel Matter – Employee Evaluation
- B) Personnel Matter – Executive Director Search

A motion was made by Commissioner Percoski, seconded by Commissioner LaMay to go into Executive Session at 7:30 p.m. for the purpose of discussing Personnel Matters – Employee Evaluation and Executive Director Search, to include Darlene Kelly and Dale Nelson, our liaison to the Board of Selectman as needed.

Percoski/LaMay

Unanimous

A motion was made by Commissioner LaMay, seconded by Commissioner Lamb to come out of Executive Session at 8:30 p.m.

Percoski/LaMay

Unanimous

A motion was made by Commissioner Percoski, seconded by Commissioner Lamb to reduce Eric Hargraves hours from 3 days a week to 2 days beginning Monday, May 4th.

Percoski/Lamb

Unanimous

ADJOURNMENT

A motion was made by Commissioner Percoski, seconded by Commissioner LaMay to adjourn the regular meeting of the East Windsor Housing Authority at 8:45 p.m.

Percoski/LaMay

Unanimous

Respectfully submitted,

Darlene H. Kelly
Recording Secretary