

**EAST WINDSOR HOUSING AUTHORITY
REGULAR MEETING – OCTOBER 19, 2009
MINUTES**

CALL TO ORDER AND ATTENDANCE

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

ADDED AGENDA ITEMS

There were three (3) added agenda items:

Under New Business:

- b) Committee for Lease Revision**
- c) Washers/Dishwashers/Freezers**
- d) Campaigning**

MEETING MINUTES OF:

Regular Meeting – September 21, 2009

The minutes of the regular meeting of September 21, 2009 were reviewed by all Commissioners present. A motion was made by Commissioner LaMay, seconded by Commissioner Percoski to accept the minutes of September 21, 2009 as presented.

LaMay/Percoski

Unanimous

PUBLIC COMMENTS

There were no Public Comments

BILLS AND COMMUNICATIONS

Check Register – September 23 – October 14, 2009

The check register for September 23 – October 14, 2009 was reviewed by all commissioners present and all questions answered. A motion was made by Commissioner Percoski, seconded by Commissioner Legassie to accept the check register of September 23 October 14, 2009 as presented

Percoski/Legassie

Unanimous

Bank Reconciliation September, 2009

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

REPORTS OF THE EXECUTIVE DIRECTOR, Jennifer DiMauro

Our Flu and Pneumonia clinic was held on October 6th and we served a total of 25 residents. If we can demonstrate the need for at least ten more vaccines, the VNA Healthcare of Hartford has offered to return in November and do a second clinic. If you know of anyone who did not yet get a vaccine, please refer them to our office.

We offered free Panera Bread on October 5th and we will continue to distribute any bread donations that they give us on the 1st Monday of the month at 11:00 a.m. This distribution will be on a first come, first serve basis.

We held a craft workshop on Friday, and this one featured beaded bracelets and we had six (6) participants. We will continue to offer these to the residents and hope that some of the residents will volunteer to teach a class on a craft that they are familiar with.

We received a total of twelve replacement refrigerators this past month, from the CL&P WRAP program and we hope to receive a second delivery by the end of this month, however we are subject to wait, as this is an extremely popular program, which also serves other housing authorities around the state. Just note, if you received a new refrigerator, we need the warranty cards that were inside the unit. Please fill in your name and apartment number and we will take care of the rest. We need to maintain these for our records.

Roof replacement on two of our buildings will be underway beginning around November 1st. Building 67-72 will be done first and 55-60 next. The contractor will be here one week prior to starting the work, to look around the buildings to see if anything outside should be moved for the work. It is also advisable for residents of these buildings to take down any fragile items from the windowsills or the walls, due to the banging that will be taking place. A notice will go out to the tenants affected in these buildings to advise them as to when the work will start. We expect all the work to be finished by the end of November.

The mailboxes are being installed. The East Windsor Industrial Arts students will be working on building an outer structure to house the boxes over the next few weeks. The Housing Authority will be supplying the building materials needed. When the project is completed, we would like to host

the students and teachers here for some pizza to thank them for their efforts for us. I hope that we will have a good turnout of residents when we have this reception.

New Programs upcoming for November will be announced in the Newsletter, but to give you a "heads up"; we will have a registered Pharmacist here on Tuesday, November 10th at 10:30 a.m. for a program called "Pack Your Bag" . This program will allow each person to bring along all of their medications and the pharmacist will do individual reviews and discuss the difference between generics and brand name drugs. Please sign up ahead of time in our office in order to get your bag. This program is free.

Darlene has also lined up a speaker from Masonicare for Thursday, November 12th at 10:00 a.m. This program will discuss all of the services available through Masonicare and you do not have to be a member of Masons or Eastern Star to receive these services.

Also, we have made arrangements with the 5 Corner Cupboard to procure the holiday baskets for our residents. A notice will be sent to all residents informing them that they can get their holiday baskets at the Community Hall and that the office needs to be notified by November 9th. The baskets will be distributed on November 17th between 10:30 a.m. and 1:30 p.m.

REPORTS OF COMMITTEES

There were no Reports of Committees

POLICIES AND PROCEDURES

09-08 Renters Insurance

This policy was reviewed by all Commissioners present. Due to the sensitive nature of this policy, it was a consensus among the Commissioners present to investigate this issue further and to hold any decision until the November commission meeting.

09-11 Authorized Signatories

This policy was reviewed by all commissioners present and all questions answered. A motion was made by Commissioner LaMay, seconded by Commissioner Percoski to accept Policy 09-0011 as presented.

LaMay/Percoski

Unanimous

09-12 Relocation Inspections

This policy was reviewed by all commissioners present and all questions answered. A motion was made by Commissioner Legassie, seconded by Commissioner Percoski to accept Policy 09-0012 as presented.

Legassie/Percoski

Unanimous

UNFINISHED BUSINESS

There will be a meeting at 7:30 p.m. on Tuesday, October 20, 2009 with the Board of Selectman to discuss the PILOT program and our request for a reduction in the amount of monies paid to the Town. We feel that it would be a good idea for as many commissioners as possible to attend this meeting.

NEW BUSINESS

a) 2010 Meeting Dates

The proposed meeting dates for 2010 were presented to all commissioners present. A motion was made by Commissioner Percoski, seconded by Commissioner LaMay to accept the proposed meeting dates with one correction – our Annual Meeting is part of the April meeting.

Percoski/LaMay

Unanimous

b) Lease Committee

The Chairman of the Board, Karen Boutin, brought to the Board for their consideration the fact that the existing lease for Park Hill needs to be revamped and asked for two volunteers to work on this revamping along with herself and Jennifer DiMauro, the Executive Director. The two commission members who volunteered were Barbara LaMay and Pauline Legassie. The full committee is as follows:

Karen Boutin, Jennifer DiMauro, Barbara LaMay and Pauline Legassie.

When any additional information is forthcoming, it will be brought to the attention of the Commission.

c) Washers/Dishwashers/freezers

It has come to the attention of the Chairman and the Executive Director that there are residents at Park Hill who have their own washing machines, dishwashers and freezers. After a thorough discussion among the

commissioners present, a motion was made by Commissioner LaMay, seconded by Commissioner Percoski that from this day forward no washing machines, dishwashers and/or freezers will be allowed in any apartments owned and/or maintained by the East Windsor Housing Authority. For those residents who currently are in possession of a washing machine, dishwasher and/or freezer, they must show proof of renters insurance covering these appliances; or they will have to be removed.

LaMay/Percoski

Unanimous

EXECUTIVE SESSION

- a) Pending Legal Matters – Property Acquisition**
- b) Pending Legal Matters – Eviction #14**
- c) Financial Reporting – East Windsor Housing Authority**

A motion was made by Commissioner Percoski , seconded by Commissioner Legassie to go into Executive Session at 7:30 p.m. to include the Executive Director, Jennifer DiMauro and the Executive Assistant, Darlene Kelly as needed.

Percoski/Legassie

Unanimous

A motion was made by Commissioner Percoski, seconded by Commissioner LaMay to come out of Executive Session at 7:43 p.m.

Percoski/LaMay

Unanimous

There was no action taken.

ADJURNMENT

A motion was made by Commissioner Percoski, seconded by Commissioner LaMay to adjourn the regular meeting of the East Windsor Housing Authority at 7:50 p.m.

Percoski/LaMay

Unanimous

Respectfully submitted,

Darlene H. Kelly
Recording Secretary

