

**EAST WINDSOR HOUSING AUTHORITY**  
**RE-SCHEDULED MEETING – DECEMBER 14, 2009**  
**MINUTES**

**CALL TO ORDER AND ATTENDANCE**

The meeting was called to order at 7:00 p.m. by Chairman Boutin. Commissioners LaMay, Lamb, Legassie and Percoski were present along with Jennifer DiMauro, Executive Director.

**ADDED AGENDA ITEMS**

A motion was made by Commissioner LaMay, seconded by Commissioner Lamb to add the following item to the Agenda:

**Under Executive Session**

**Pending Legal Matters – Land Acquisition**

**MEETING MINUTES OF:**

**Regular Meeting – November 16, 2009**

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

Legassie/Percoski

Unanimous

**Special Meeting – December 2, 2009**

The minutes of the special meeting of December 2, 2009 were reviewed by all Commissioners present. A motion was made by Commissioner LaMay, seconded by Commissioner Legassie to accept the minutes of the Special Meeting of December 2, 2009 as presented.

LaMay/Legassie

Unanimous

**PUBLIC COMMENTS**

Karen Nasuta brought up the fact that there should be an additional key holder for level 3 in the event that Commissioner Lamb is unavailable. She was thanked for her suggestion and told that the issue would be looked into.

Alice Samson brought up the subject of washers and dryers and what was going to be done about it. Chairman Boutin responded to her by saying the issue would be brought up later in the meeting.

Roger and Cindy Thibodeau brought up the subject of the shopping carts being left in front of apartments and how much of an eyesore they are. Chairman Boutin responded to this comment by saying that little by little we were getting rid of the shopping carts and hopefully within the next few months they will all be removed.

## **BILLS AND COMMUNICATIONS**

### **Check Register – November 17 – December 9, 2009**

The check register for November 17 – December 9, 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 November 17 – December 9, 2009 as presented

Percoski/Legassie

Unanimous

### **Bank Reconciliation October, 2009**

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

## **REPORTS OF THE EXECUTIVE DIRECTOR**

It is turning out to be a very busy month. We have many exciting things planned for this month, our Christmas Party on Friday, December 18<sup>th</sup> at 11:00 a.m., a Meet The Nurse breakfast on December 17<sup>th</sup>, some craft workshops and our Holiday Basket distribution tomorrow, here in the Community Hall. We have seen an increase in the number of residents signing up for the programs and events that we're providing.

On Saturday, December 19<sup>th</sup>, Karen has arranged for some members of our U.S. Air Force to come and volunteer to paint some of our vacant apartments at no cost. We will be holding a short meet and greet with coffee made donuts in the community hall in the morning, so the residents can come out and say "hello"

I have completed and submitted a request for Capitol Improvements that would include new replacement windows, replacement doors, roofs and

gutter system. The entire funding request was for just under \$400,000. We will not know the decision until May, 2010. If approved, these improvements to revitalize Park Hill would begin next Fall.

I want to mention the recent sales solicitation that many residents experienced earlier this month, by Direct Energy. The Housing Authority does not allow solicitation of any kind. I filed a complaint with Direct Energy, the Dept. of Public Utility Control and the Attorney General's office. My complaint was only about the cold calling soliciting and the high pressure sales tactics that were used, such as "this is a limited time offer". These suppliers will continue to mail information to you or call you on the phone. This cannot be prevented. If you signed up, you may cancel if you wish. We researched the issue and learned that you may save by signing with another supplier, but the rates are subject to change at any time, so you need to monitor the rate they charge per kilowatt hour. Your bills will still come from CL & P and signing with another supplier will not affect your matching payment plan or your state energy award.

At our last meeting, concerns were brought up about the problems with our washing machines and dryers. I reviewed our lease contract with the vendor, Mac-Gray and the lease ends in April 2010. I contacted the company and asked them to review our service history. They agreed that there has been a steady increase in service calls for repairs here. We are in the process of reviewing the new lease agreement and hope to have all of the machines replaced within the next few months. The new machines will be front loaders, as we have now. They conserve water best. The company rep recommends that only a quarter cup of any kind of liquid detergent works best. In the mean time, I have asked our maintenance staff to wipe down the insides of the machines, including the rubber gaskets and also to clean out the dryer filters on a routine basis. It is best to leave the doors open to the washers, when they're not in use. This helps the gasket to have time to dry out.

The Lion's Club will distribute hams to residents on December 19<sup>th</sup>. The Boy Scouts will carol starting at 6:00 p.m. on December 18<sup>th</sup>. Their snow date is December 20<sup>th</sup>.

We have had our state funding restored for the RSC position. We have advertised for the position and hope to interview the candidates and have the part-time position filled by January 1<sup>st</sup>.

## **REPORTS OF COMMITTEES**

Lease committee

The Lease Committee will meet in the Community Hall directly after the close of the meeting.

## **POLICIES AND PROCEDURES**

The following two policies will be brought up for additional discussion at the January commission meeting:

09-0008 – Renters Insurance

## **UNFINISHED BUSINESS**

There was no Unfinished Business

## **NEW BUSINESS**

.

### **a) Soldiers**

This was covered in the report of the Executive Director

## **EXECUTIVE SESSION**

- a) Pending Legal Matters – Property Acquisition**
- b) Personnel Matters**

A motion was made by Commissioner Percoski, seconded by Commissioner Legassie to go into Executive Session at 7:20 p.m. to include the Executive Director, Jennifer DiMauro and the Executive Assistant, Darlene Kelly as needed.

LaMay/Legassie

Unanimous

A motion was made by Commissioner Percoski, seconded by Commissioner LaMay to come out of Executive Session at 7:45 p.m.

Percoski/LaMay

Unanimous

**MOTION:** A motion was made by Commissioner LaMay, seconded by Commissioner Legassie to give the current owners of the property a \$100.00 deposit after the meeting with our accountant, James Lagana.

LaMay/Legassie

Unanimous

**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

