

EAST WINDSOR HOUSING AUTHORITY
RESCHEDULED MEETING – FEBRUARY 17, 2010
MINUTES

CALL TO ORDER AND ATTENDANCE

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

ADDED AGENDA ITEMS

There were no Added Agenda items

MEETING MINUTES OF:

Regular Meeting – January 19, 2010

The minutes of the regular meeting of January 19, 2010 were reviewed by all Commissioners present. A motion was made by Commissioner Percoski, seconded by Commissioner Legassie to accept the minutes of January 19, 2010 as presented.

Percoski/Legassie

Unanimous

PUBLIC COMMENTS

Brenda Boland, apt. 68 had some comments to make regarding the new lease which has gone into effect as of the current recertification. She was concerned over the wording, did not like the word project in connection with Park Hill; she spoke to the section in the lease wherein we have requested that everyone break down cardboard boxes. Her comments were received and she was told that the new lease had the approval of our attorney and that as far as the cardboard boxes went, we would get a large barrel for the cardboard so that it would not have to be placed on the ground.

She also stated that she felt it was unfair that she was expected to get renters insurance but that it could not be claimed as a deduction on the recertification. She had been told earlier in the day by Darlene to contact Mentor Amenti our asset manager at CHFA as to the insurance deduction. Ms. Boland said that she had contacted Mr. Amenti and he told her the same thing she had been told by Darlene that if the

deduction was not medically based, by State Statute, it could not be counted as a deduction.

Dick Pippin, our liaison to the Board of Selectman had discussion with Karen Boutin and Jennifer DiMauro regarding the small cities grant and the Board of Selectman meeting of the previous evening. There are concerns which have been expressed to our Executive Director, Jennifer DiMauro, over time lines for requesting the small cities grant and if we were even ready to go ahead with the grant. Ms DiMauro asked Mr. Pippin if the town grant writer Larry Wagner would still get his 10% off the top of the grant even if he had done none of the preparatory work with regards to the grant for Park Hill; and also if there was anyway that the grant could possibly be split between the two projects (i.e. Prospect Hill drainage problem and new roofs, windows and doors for the elderly residents of Park Hill). Mr. Pippin told Ms. DiMauro that she would have to contact the First Selectman Denise Menard for answers to her questions. Ms. DiMauro responded by requesting that as our liaison to the Board of Selectman he present our questions and concerns to the First Selectman.

BILLS AND COMMUNICATIONS

Check Register – January 20 – February 10, 2010

The check register for January 20 – February 10, 2010 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 January 20 – February 10, 2010 as presented

Percoski/Lamb

Unanimous

Bank Reconciliation January, 2010

The Bank Reconciliation of January, 2010 was reviewed by all commissioners present.

REPORTS OF THE EXECUTIVE DIRECTOR/RESIDENT SERVICES COORDINATOR

Update on delivery of new washing machines and dryers – these were scheduled for installation on Wednesday, February 10th. A notice has been placed on the new machines instructing residents to use only liquid detergent, ¼ cup per load. Any type of liquid is fine. You do not need to use the 2X or high efficiency types. It has been brought to our attention that some residents are still using powdered detergent. Continuing to use that type of detergent could hinder the function of the new machines.

Update on the status of our Community Development Block Grant process- I want to extend my thanks and appreciation to our Board

members and all of the tenants who came out on a cold winter's night on Feb. 2nd, to show their support at the Board of Selectman's meeting. We are in the process of procuring an Architectural firm to complete the documentation needed for our proposal. I am diligently working to get all information submitted to the Town by the deadline. Our Chairman, Karen Boutin, also contacted Senator Gary LeBeau's office to seek his assistance and support on getting our proposal through the town. The final decision rests in the hands of the Board of Selectman. We are just asking for transparency and fairness in the manner that it is handled.

Inspection is underway and to date approximately 10 apartments have been inspected. Darlene has started the recertification process. Your cooperation is appreciated in keeping these appointments to help us complete this annual process.

A reminder if you have not yet applied for the Connecticut Energy Assistance program, for the 2009-2010 program year, you should not delay. Contact Darlene for an appointment, or if you would rather, you can contact Social Services and go there for your appointment. We leave that up to the individual tenant.

Residents who find themselves struggling to afford their electric heating bills, are encouraged to contact our office. We will sit down with you, review your current bill and complete what is called a "low budget worksheet", which will be submitted to CL&P. If approved by CL&P's special assistance unit, your monthly bills can be lowered significantly

Our new RSC, Carolyn Slead has been doing a great job. She is planning a fun-filled St. Patrick's Day celebration and has been quite busy getting out to meet the residents. Carolyn's hours are 9:30 – 1:30 and she is here Monday through Friday. If you haven't met her yet, stop in to say "hello".

REPORT OF THE RESIDENT SERVICES COORDINATOR

It's nice to be here at Park Hill. I have been slowly getting acquainted with everyone, trying to go through and meet everyone. I did 4 visits in people's homes and eight one to one visits here in the Community Hall, plus I assisted in the earring workshop where I was lucky to meet some very creative residents. The earrings all came out beautiful! I was also able to meet people while assisting with the Valentine's Day party,

I have also been getting acquainted with the job itself. Darlene instructed me on how to do an energy assistance application. I have spent many hours researching Medicare and Medicaid options as well as the many other services available to seniors. I also explored the state RSC website and their information and articles, including 2 online "webinars" on

hoarding and the different forms of dementia. I installed Print Shop into the computer to create a new typed calendar. From there, I started typing the March calendar and also created a guidelines page for the upcoming Swap Meet. Since the program automatically inserts recurring programs like Bingo, this should save a lot of time.

Some of the other things that have kept me busy this past month have been undecorating and redecorating the bulletin board for the winter/Valentine's Day Season. Creating a survey of what programs residents would like to see and do here. Some stapling, sorting, filing and answering phones for Darlene when needed and packaging February newsletters in individual bags to prepare them for distribution.

I have also started working on creating programs for March. There will be a St. Patrick's Day party on March 16th where we will have a few Irish dancers, learn a little bit about Irish dance and get to try out some Irish instruments. Plus a couple other craft programs that are in the works.

REPORTS OF COMMITTEES

There were no reports of committees

POLICIES AND PROCEDURES

09-0008 – Renters Insurance

A motion was made by Commissioner Legassie, seconded by Commissioner Lamb to approve Policy 09-0008 Renters Insurance to go into effect as of March 1, 2010.

Legassie/Lamb

Unanimous

UNFINISHED BUSINESS

a) Small Cities Grant

This was discussed during Public Comments and also addressed in the Report of the Executive Director.

b) Space Heaters

This issue was once again brought up for discussion among the commissioners present, the Executive Director, the liaison to the Board of Selectman and the residents present. It was brought to everyone's attention that unless a space heater is UL protected they are indeed a

fire hazard. Also, the Amish fireplaces are made in China and they do not automatically shut off.

It was a consensus of opinion among the commissioners present that this any additional discussion in this subject be tabled to the next meeting in order for more information to be gathered regarding space heaters and the potentials risks of ownership of same.

NEW BUSINESS

There was no New Business

EXECUTIVE SESSION

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

A motion was made by Commissioner Percoski, seconded by Commissioner Legassie to go into Executive Session at 7:43 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 Legassie to come out of Executive Session at 8:40 p.m.

Percoski/Legassie

Unanimous

Motion: A motion was made by Commissioner Legassie, seconded by Commissioner Percoski to accept the proposal as presented by J. Associates Architects.

Legassie/Percoski

Unanimous

ADJURNMENT

A motion was made by Commissioner Percoski, seconded by Commissioner Legassie to adjourn the regular meeting of the East Windsor Housing Authority at 8:50 p.m.

Percoski/Legassie

Unanimous

Respectfully submitted,

Darlene H. Kelly
Recording Secretary