

EAST WINDSOR HOUSING AUTHORITY
REGULAR MEETING – APRIL 19, 2010
MINUTES

CALL TO ORDER AND ATTENDANCE

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

ADDED AGENDA ITEMS

There were no Added Agenda items

MEETING MINUTES OF:

Regular Meeting – March 15, 2010

The minutes of the regular meeting of March 15,2010 were reviewed by all Commissioners present. A motion was made by Commissioner LaMay, seconded by Commissioner Percoski to accept the minutes of March 15, 2010 as presented.

LaMay/Percoski

Unanimous

PUBLIC COMMENTS

Cindy Thibodeau, apt. 9, questioned the Board as to the policy regarding “extreme planting”. It was explained to Ms. Thibodeau by both the Chairman of the Board, Karen Boutin and the Executive Director, Jennifer DiMauro; that this new policy was not meant as a deterrent to those that wished to plant within reasonable limits; but was meant for those specific residents who have gone over-board with plantings and/or border trimmings.

Karen Nasuta took this opportunity to commend the maintenance crew on the outstanding job that they have been doing.

Jackie Barbieri, apt. 11, asked the Board in general when the sidewalks would be fixed. Quite a few of the main sidewalks have cracks in them and Ms. Barbieri stated that she almost fell the other day when her walker wheels got caught on one of the cracks. The Chairman, Karen Boutin, responded to Ms. Barbieri by stating that we would look into the problem and see what kind of a solution we could come up with to make the

walking less treacherous particularly for those in wheelchairs, motorized chairs and walkers.

Alice Samson then questioned the Board as to whether or not she would have to remove her washing machine from her apartment. She was questioned as to how long she had had the washing machine and whether or not she had renters insurance covering the appliance. Alice responded by stating that she had had the washing machine for approximately three (3) years and that she did not have renters insurance. The Chairman, Karen Boutin, then told her to make an appointment with Jennifer.

A motion was made by Commissioner Percoski, seconded by Commissioner LaMay to go into the Annual Meeting at 7:14 p.m.

Percoski/LaMay

Unanimous

A motion was made by Commissioner Percoski, seconded by Commissioner LaMay to go back to the normal order of business at 7:25 p.m.

Percoski/LaMay

Unanimous

BILLS AND COMMUNICATIONS

Check Register – March 17 – April 14, 2010

The check register for March 17 – April 14, 2010 was reviewed by all commissioners present and all questions answered. A motion was made by Commissioner Percoski, seconded by Commissioner LaMay to accept the check register of March 17 – April 14, 2010 as presented

Percoski/LaMay

Unanimous

Bank Reconciliation March, 2010

The Bank Reconciliation of March, 2010 was reviewed by all commissioners present and all questions answered.

REPORTS OF THE EXECUTIVE DIRECTOR/RESIDENT SERVICES COORDINATOR

I am continuing to work on energy improvements for Park Hill, exploring other avenues for funding. Our architectural consultant is at work reviewing our specifications for the improvements. We hope to access funding, however it does not look favorable. Because we are a state elderly housing complex, we do not have direct access to federal funds,

including the current stimulus funds, available through the American Recovery Act. I have also checked into private funding through foundations, including the Hartford Foundation for Public Giving, but because we are considered to be a government agency, we are not eligible. I have also looked to John Larson's office for help in finding a way that we can still obtain some funding for the improvements that we need.

Inspections of the apartments are approximately 50% completed and this process is going very well. Overall, the residents at Park Hill do a very good job at maintaining their apartments. Inspections provide the opportunity to ensure that the alarms are working, as well as to check and resolve other safety concerns. I am also using the inspections to assess the status of things like stoves, refrigerators and hot water heaters, to plan for their replacements as needed.

Maintenance staff member, Eric Hargraves, has taken over the weekly maintenance of the three laundry rooms and has been doing a good job cleaning the lint vents, wiping out the inside of the washing machines and sweeping out the rooms.

We have also been providing routine cleanings of the exhaust and ceiling fans in the apartments. This has not been done in the past, and is a new service that we will be providing twice a year, once in the spring and again in the fall.

Darlene and I will be attending training on the Elderly Renter Rebate Program, through the state Office of Policy and Management, later this month. Beginning in May, our office will provide intakes for the Renter's Rebate Program, just as we do for the State Energy Assistance Program. This will provide on-site service to our residents. I need to emphasize that residents will still have the option to go to the Social Services Department, if they so choose. I would also like to emphasize that since the majority of our residents qualify for these two programs, that this provides a significant cost savings to the Town of East Windsor. Our provision of these two programs cuts the cost of staff hours, copying, mileage reimbursement for town staff home visits to the home-bound or disabled at Park Hill.

Many of our residents are struggling with high electric bills, even though they are on energy assistance. We are now able to assist our tenants by completing a low budget worksheet. For example, one tenant's monthly budget payment was reduced from \$75.00 down to only \$25.00 month. If you know of anyone who needs this assistance, please encourage the, to call the office.

And finally, the Manchester Air Force recruiting office is sending another group of new recruits on Saturday, April 24th to perform yard work and miscellaneous chores at Park Hill. I have contacted WFSB Channel 3 and they have agreed to cover the event. I am currently working with the new Subway restaurant to provide lunch for the recruits on that day. Our rain date for this event will be May 15th, which is also our Tag Sale date.

REPORT OF THE RESIDENT SERVICES COORDINATOR

It's been a busy time since my last report, we had a couple of craft programs that were great, knitting club, making stamped pins and the wood door signs all came out beautifully and were a lot of fun. We had 2 parties in March which were a lot of fun. We had the St. Patrick's Day party and a great surprise birthday party for Karen Boutin. I did a bit of work on our St. Patrick's Day party, creating tickets, finding music, purchasing the party supplies, organizing the dancers. It turned out to be a great event.

I covered the phones here and there and worked on paperwork for the state required assessments which were and are still in need of updating and I will continue to work on that in the upcoming weeks. I packaged and delivered notices to residents. I planned programs for the April calendar and printed that out. I then stapled and bagged the newsletters and put them in bags to be distributed. I also cleared the bulletin board of its wintry scene and replaced it with a new, more appropriate spring theme as well as clearing out any old, outdated flyers.

I assisted a resident in filling out an energy assistance application and another resident with a food stamp application. I continue to meet new people and read and study different services available to our residents. We received a donation of eggs from a local farm and I was lucky enough to be able to distribute them to those who needed them the most.

COMMISSION MEMBERS

Elizabeth Lamb took this opportunity to question our liaison to the Board of Selectman, Richard Pippin, as to what his role as liaison was. Mr. Pippin replied that he was unsure as when he was appointed he received no guidelines as to his role or responsibilities. He replied that as far as he knew it was to attend our meetings and report back to the Board of Selectman, and to attempt to make things better here at Park Hill.

REPORTS OF COMMITTEES

There were no reports of committees

POLICIES AND PROCEDURES

09-0018 Exterior Plantings

This new policy was read by the Chairman, Karen Boutin, and all questions answered and all comments listened to. A motion was made by Commissioner LaMay, seconded by Commissioner Lamb to accept Policy 09-0018 as presented and to make it a permanent policy.

LaMay/Lamb

Unanimous

UNFINISHED BUSINESS

a) Small Cities Grant

This was addressed in the Report of the Executive Director.

NEW BUSINESS

a) Air Force Recruits

This was addressed in the Report of the Executive Director.

PUBLIC OPINION – COMMENTS ONLY – NO DISCUSSION

Karen Nasuta, Apt. 73 took this opportunity to report that there are several bees nests are growing in the vicinity of her apartment and she asked that they be removed.

Elizabeth Banta, Apt. 3 asked if the new policy included the planting of tomato plants. Ms. Banta was told that the planting of tomato plants was permitted as long as it didn't overrun the area.

Kathy Pippin, a member of the Board of Finance for the Town of East Windsor, spoke to the people present regarding what they would like the Board of Finance to do to make their life easier. She also told everyone present that the Board of Finance was there to help everyone out and needed any and all suggestions.

EXECUTIVE SESSION

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

A motion was made by Commissioner LaMay, seconded by Commissioner Percoski to go into Executive Session at 7:34 p.m. to include the Executive Director, Jennifer DiMauro and the Executive Assistant, Darlene Kelly as needed.

LaMay/Percoski

Unanimous

A motion was made by Commissioner Percoski, seconded by Commissioner LaMay to come out of Executive Session at 8:45 p.m.

Percoski/LaMay

Unanimous

MOTION: A motion was made by Commissioner LaMay, seconded by Commissioner Lamb to accept the Management Plan for the fiscal year 2010 – 2011 with one correction and to forward it to CHFA for their approval.

LaMay/Lamb

Unanimous

ADJURNMENT

A motion was made by Commissioner Percoski, seconded by Commissioner Lamb to adjourn the regular meeting of the East Windsor Housing Authority at 8:55 p.m.

Percoski/Lamb

Unanimous

Respectfully submitted,

Darlene H. Kelly
Recording Secretary

