

**EAST WINDSOR HOUSING AUTHORITY
REGULAR MEETING – MAY 17, 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 – April 19, 2010

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

Percoski/LaMay Unanimous

Annual Meeting – April 19, 2010

The minutes of the annual meeting of April 19, 2010 were reviewed by all Commissioners present. A motion was made by Commissioner Percoski, seconded by Commissioner Lamb to accept the minutes of the Annual Meeting of April 19, 2010 as presented.

Percoski/Lamb Unanimous

PUBLIC COMMENTS

Cindy Thibodeau, apt. 9, spoke to all present regarding the patching of the sidewalks on level 1. She stated that a great job was done on the patching and it was greatly appreciated. She also took this opportunity to announce that she will now be in charge of the Bingo as Alice Samson does not wish to continue with the weekly bingo. She also questioned if she had the right to go to the aid of someone who's alarm is going off or did she have to wait for the key holder on that level. The response to that questions from both the Chairman and the Executive Director was that by all means she should go to the aid of the person and if that wasn't possible to call 911.

Kathy Pippin, a member of the East Windsor Finance Board, spoke to the meeting at large requesting information as to who was going to be leaving the board and when. When questioned about her question she stated that she was under the impression that once someone had been on a board or

commission for 8 years or more they were automatically removed. The response from the Chairman, Karen Boutin, was that no one was leaving and it was their decision if they wished to remain on the Board or not.

BILLS AND COMMUNICATIONS

Check Register - April 21 - May 10, 2010

The check register for April 21 - May 10, 2010 was reviewed by all commissioners present and all questions answered. A motion was made by Commissioner LaMay, seconded by Commissioner Percoski to accept the check register of April 21 - May 10, 2010 as presented

LaMay/Percoski

Unanimous

Bank Reconciliation March, 2010

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

REPORTS OF THE EXECUTIVE DIRECTOR/RESIDENT SERVICES COORDINATOR

The Air Force recruits were here on Saturday, April 24th. They helped us with a considerable amount of work, including pruning along the fence, getting a vacant apartment painted, clearing the upper lot, sweeping the sand off the road and parking areas (since the town's sweeper was in disrepair and unable to remove the sand from the town owned road). We were also able to refurbish part of our flag pole. Our staff will finish the upper portion, which will require a bucket lift. Another group of recruits has been scheduled for July. The Manchester Recruitment office was very pleased with our collaborative effort, spear-headed by Karen Boutin. Our arrangement with the recruits will most likely be an on-going tradition. We are the only Housing Authority in the entire state that has done this and we are very proud to be in collaboration with our armed forces for this service.

Darlene and I attended Renter's Rebate training and will begin taking applications from our tenants as of May 18, who are interested in applying. Those who would like to apply, have the option of applying through the Housing Authority or continuing to apply at the Social Services office.

Our annual management plan has been submitted to CHFA along with our Five Year Plan for scheduled improvements, as funding allows. I plan to submit a request for Federal Appropriation through Congressman John Larson's office. Requests will be due in the fall. We submitted a request last year, but were rejected as they received over 300 requests for funding. We are hopeful that this year may be different. As mentioned preciously, as a State Elderly

Housing Authority, we do not qualify for federal funds directly.

Our Maintenance Staff is about 50% done with the scheduled fan cleanings in the apartments. Residents have been very pleased with having this service performed for them.

Annual inspections will continue and are expected to be completed by June 1st.

Our Tag Sale was held on Saturday, May 15th with many tenants participating, selling items from their own apartments. We provided tables to all who were interested.

I have been contacted by the WRAP program,, under C.L. & P. and have been informed that we can expect a third delivery of free refrigerators by the end of this month. Tenants in need of replacement refrigerators will be contacted concerning the delivery, as soon as we know they are being shipped. CL&P also has us on their list for weather stripping, installation of attic insulation and also ductless heating and cooling pumps. Early in the year, CL&P and the Community Renewal Team of Greater Hartford began heat loss audits of our apartments. This work needs to be completed. These initiatives, along with our proposed energy improvements should prove especially helpful in lowering resident's electric expenses.

REPORT OF THE RESIDENT SERVICES COORDINATOR

This month I got to meet many new faces. It's nice to see so many people out and about and enjoying the nice weather. I got to meet with residents 24 times with times ranging from a couple of minutes to about 45 minutes. I love having the opportunity to meet with new people and also to meet with people I have met before. It's truly my favorite part of the job! I also called people to increase attendance for the Nurses visit. Without enough people coming to the programs, they won't come back so I truly appreciate all the people who took the opportunity to come and meet with the nurse - it wasn't a lot - about five people, but the nurse was able to justify this visit and make plans for the May visit.

Throughout the month, both the swap meet and the seed planting were cancelled due to lack of interest, but fourteen residents took advantage of the donated seeds we received, coming down to pick what they wanted from a great selection. Two residents have taken part in our knitting club and of course we have our wonderful regular activities of Bingo which gets an average of about 20 people and movies which gets about 5 each week.

I have assisted six residents this month with filling out energy, foodstamp and medicare paperwork. I have been calling to make appointments for the exhaust and ceiling fan cleaning. I am a little over halfway done with our list of residents so if I have not yet contacted someone, I should soon. They are doing about eight or so a week right now, though it's an ongoing process it is moving fairly quickly. Another on-going process has been the preparation for the up-coming tag sale for which I have made several outside signs and created two (2) fliers to be hung both here and around town. I typed the calendar, sorted, packaged and delivered the monthly newsletter. I was here for the end of the Air Force recruit visit and was able to witness the ending portion of their hard work. I changed the bulletin board in the hallway of the community hall with pictures that were taken from that great day.

COMMISSION MEMBERS

Nothing from the commission members.

REPORTS OF COMMITTEES

There were no reports of committees

POLICIES AND PROCEDURES

There were no new Policies and Procedures

UNFINISHED BUSINESS

There was no Unfinished Business

NEW BUSINESS

There was no New Business

PUBLIC OPINION

There was no additional Public Opinion

EXECUTIVE SESSION

- a) **Tenant Matters/Security Issues**
- b) **Land Acquisition**

A motion was made by Commissioner Percoski, seconded by Commissioner LaMay to go into Executive Session at 7:25 p.m. to include the Executive Director, Jennifer DiMauro and the Executive Assistant, Darlene Kelly as needed.

Percoski/LaMay

Unanimous

A motion was made by Commissioner Percoski, seconded by Commissioner LaMay to come out of Executive Session at 8:40- p.m.

Percoski/LaMay

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 8:45 p.m.

Percoski/Lamb

Unanimous

Respectfully submitted,

Darlene H. Kelly
Recording Secretary

