

**EAST WINDSOR HOUSING AUTHORITY**  
**REGULAR MEETING – NOVEMBER 15, 2010**  
**MINUTES**

**CALL TO ORDER AND ATTENDANCE**

The meeting was called to order at 7:00 p.m. by Chairman Boutin. Commissioners Lamb, LaMay, Legassie and Percoski were present, as well as Richard Pippin our liaison to the Board of Selectman.

**ADDED AGENDA ITEMS**

Halloween Apartment Decorating Contest – winners

Selection of Attorney for Housing Authority

**Halloween Apartment Decorating Contest – Winners**

Before the meeting officially started, Chairman Boutin recognized the winners of the Halloween Apartment Decorating Contest and they are:

1 <sup>st</sup> Place – Best Halloween Decorations:	Sharleen Craft
2 <sup>nd</sup> Place – Best Harvest Decorations	Betti Lamb
3 <sup>rd</sup> place – Honorable Mention	Kathy Guimond

The prizes were awarded to each of the winners by the Executive Director and pictures taken.

**MEETING MINUTES OF:**

**Regular Meeting – October 18, 2010**

The minutes of the regular meeting of October 18, 2010 were reviewed by all Commissioners present. A motion was made by Commissioner Percoski, seconded by Commissioner LaMay to accept the minutes of October 18, 2010 as presented.

Percoski/LaMay

Unanimous

## **PUBLIC COMMENTS**

Karen Nasuta, Apt. 73 questioned the board as to whether or not we would be hiring a different landscaping company. Her reasons for the question were that they killed one of her bushes while weed-whacking and destroyed a ceramic lawn decoration that had been her mothers. The Executive Director responded that she would have a talk with the landscapers.

## **BILLS AND COMMUNICATIONS**

### **Check Register - October 20 - November 10, 2010**

The check register for October 20 - November 10, 2010 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 October 20 - November 10, 2010 as presented.

Percoski/Legassie

Unanimous

### **Bank Reconciliation - October, 2010**

The Bank Reconciliation of October, 2010 was reviewed by all Commissioners present and all questions answered.

## **REPORTS OF THE EXECUTIVE DIRECTOR/RESIDENTS SERVICE COORDINATOR**

The Air Force Recruits returned last Saturday, November 13<sup>th</sup> and worked all day performing volunteer service chores at Park Hill. Two vacant apartments were painted, the community hall building was thoroughly cleaned, new handicapped parking signs were installed and other

grounds work was completed. We had approximately 25 recruits on hand to volunteer from the Manchester recruitment office and Subway supplied a free lunch to the volunteers and staff.

The Housing Authority staff will distribute approximately 37 food baskets to residents here on Thursday, November 18<sup>th</sup> from 11:00 – 1:00 in the community hall. Residents were to sign up with us by November 9<sup>th</sup> and the food is being supplied by the Community Food Shelf and our staff will pick it up and transport it here for our residents. This effort has been made to streamline the process of getting food to our eligible residents, and aiding the Food Shelf volunteers in reducing the number of clients picking up on-site.

Maintenance staff have been installing much needed weather stripping in the apartments around the doors and air conditioners. To date, our staff has installed the weather stripping materials in approximately 20 apartments and will continue to do so as needed. These efforts are only temporary until such time as the Housing Authority obtains funds needed for more permanent energy efficiency improvements.

A new roof is scheduled to be installed on the first level building, housing apartments 13 – 18 this week. The funds for this project, as in the last two roof replacements have been provided through Housing Authority funding.

The Housing Authority eagerly awaits word from the Town of East Windsor, to proceed with a subsequent request for the Small Cities Community Block Grant funding for the 2011 program year. A request for \$500,000 last year through this source was denied. This funding will provide the replacement for the remaining roofs, new windows, new doors and replacement gutter systems. This funding is crucial to provide energy savings to Park Hill's residents and to help sustain Park Hill in the years to come.

**RESIDENT SERVICES COORDINATOR**

Per the request of the Chairman, and with the permission of the Executive Director, I have taken over as the Resident Services Coordinator until a new one has been hired.

Since the last meeting in October, the following things have been accomplished:

1. Assisted many of the residents in completing their application for the Energy Assistance program through CRT.
2. Assisted several tenants in filling out applications for ConnPace, State of Connecticut DSS Recertification and the Winter Protection Plan through the electric company.
3. Assisted the Executive Director with the planning of the Thanksgiving Food Basket distribution.

#### **COMMISSION MEMBERS**

Nothing from the commission members.

#### **REPORTS OF COMMITTEES**

There were no reports of committees

#### **POLICIES AND PROCEDURES**

**Policy 10-0027 Reasonable Accommodation – Assistance, Support or Therapy Dog.**

A motion was made by Commissioner LaMay, seconded by Commissioner Legassie to move the discussion of this policy to Executive Session.

LaMay/Legassie

Unanimous

**Policy 10-0029**

**Community Hall Rental**

This policy was thoroughly discussed among the Commissioners present and any questions (commissioners and/or tenants) answered. A motion was made by Commissioner Percoski, seconded by Commissioner Legassie to accept Policy 10-0029 Community Hall Rental and to make it permanent.

Percoski/Legassie

Unanimous

## **UNFINISHED BUSINESS**

### **1. Air Force Recruits Work Day**

This was covered in the report of the Executive Director

## **NEW BUSINESS**

There was no New Business

## **PUBLIC OPINION**

There were no public comments.

## **EXECUTIVE SESSION**

- a) Tenant Matters/Security Issues**
- b) Land Acquisition**
- c) Pending Legal Matters**
- d) Financial Reports**

A motion was made by Commissioner Legassie, seconded by Commissioner LaMay 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.

Legassie/LaMay

Unanimous

A motion was made by Commissioner Percoski, seconded by Commissioner LaMay to come out of Executive Session at 8:30 p.m.

Percoski/LaMay

Unanimous

**ACTION TAKEN:**

A motion was made by Commissioner Percoski, seconded by Commissioner Legassie to accept the quarterly report for the quarter ending 9/30/10 as presented.

Percoski/Legassie

Unanimous

A motion was made by Commissioner Legassie, seconded by Commissioner Percoski to accept the proposal from Elliot Lane and to retain him as our legal counsel effective immediately.

Legassie/Percoski

Unanimous

**ADJOURNMENT**

A motion was made by Commissioner Percoski, seconded by Commissioner Lamb to adjourn the regular meeting of the East Windsor Housing Authority at 8:40 p.m.

Percoski/Lamb

Unanimous

Respectfully submitted,

Darlene H. Kelly  
Recording Secretary

