

**East Windsor Housing Authority**  
**Regular Meeting – January 17, 2012**  
**MINUTES**

**CALL TO ORDER AND ATTENDANCE**

The meeting was called to order at 7:00 p.m. by Vice-Chairman LaMay. Commissioners Legassie and Percoski were present. Commissioner Burns was not present.

Before the meeting started Vice-Chairman LaMay thanked the Housing Authority for all their hard work and the improvements made for the tenants during the past year. She also announced the appointment of Elizabeth Burns as Commissioner and the resignation of Karen Boutin.

**ADDED AGENDA ITEMS**

There were no added agenda items

**MEETING MINUTES OF:**

**Regular Meeting – November 14, 2011**

The minutes of the regular meeting of November 14, 2011 were reviewed by all commissioners present. A motion was made by Commissioner Percoski, seconded by Commissioner Legassie to accept the minutes of the regular meeting of November 14, 2011 as presented.

Percoski/Legassie

Unanimous

**PUBLIC COMMENTS**

There were numerous comments from residents present regarding the new heat pumps and the high cost of their electric bills. The Executive Director, Jennifer DiMauro, made a list of all the tenants present who were expressing their concerns and promised to look into the problem within the next few days.

The Executive Director cautioned residents that as the new heat pumps were just installed the current bills are not accurately reflective of the true cost. Residents should see the actual electric costs on their February or March statement depending on when their heat pumps were installed.

Cherie Martyn, apt. 84 questioned whether or not it would be a good idea to form a coalition of Park Hill residents to question the electric company as to the high cost of electricity and to see if they could check out the meters for efficiency. Vice-Chairman LaMay asked Jennifer to look into this and she agreed.

## **BILLS AND COMMUNICATIONS**

### **Check Register – November 10 – December 7, 2011**

The Check register for November 10 – December 7, 2011 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 10 – December 7, 2011 as presented.

Percoski/Legassie

Unanimous

### **Check Register – December 8, 2011 – January 11, 2012**

The Check Register for December 8, 2011 through January 11, 2012 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 December 8, 2011 – January 11, 2012 as presented.

Percoski/Legassie

Unanimous

### **Bank Reconciliation – November, 2011**

The Bank Reconciliation of November, 2011 was reviewed by all commissioners present and all questions answered.

### **Bank Reconciliation – December, 2011**

The Bank Reconciliation of December, 2011 was reviewed by all commissioners present and all questions answered.

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

The first phase of our Energy Efficiency measures at Park Hill are just about complete. Beginning in November, all apartments received caulking, weather-stripping, low-flow faucets, new Mitsubishi ductless heating and cooling pumps and new fiberglass insulation in the attics. The work went fairly smoothly. The contractor responsible for installing the new system held three meetings on December 29<sup>th</sup> in our Community Hall to answer questions about the operation of the new pumps and the remote controls. Thirty tenants attended the meetings and our staff is providing follow-ups to the others not in attendance. There have been no major issues with the heat pumps and for the most part, most residents have been very pleased with them. Our staff will be available to assist the residents in fine tuning the heat pump operation for their comfort.

Our staff will be responsible for the general routine maintenance of the heat pump units in the apartments. This general maintenance will involve cleaning the filters in the units at least twice a year, depending upon need. Tenants should not clean the filters. Each tenant was provided an Operators Manual and one remote per unit. These are the property of the authority, and should be left in the unit upon move out. If tenants found a warranty card with their packet, they are not responsible for filling it out and sending it in. The pumps are covered as a whole under the Housing Authority.

The Housing Authority owns approximately 80 8 to 10,000 BTU wall unit air conditioners that we do not need, since the installation of the new heating and cooling pumps in the apartments. These air-conditioners are in storage and will be available for sale in the Spring. If anyone knows of anyone who may be interested in purchasing these, please have them call the Housing Authority office.

We are moving ahead with the draft bid document phase for the improvements, funded by the Community Development Block Grant (CDBG). The architect completed the bid work for the renovations at Park Hill and these have been submitted to the Town. The Town will publicize the Notice to Bid and will be responsible for the administration of the bids through the Town Hall. This will take place during the month of January. We anticipate work to begin around February, with weather permitting. Work to be completed will mainly involve replacement roofs, gutters and downspouts, windows and doors.

The Housing Authority has filed a preliminary application for FEMA reimbursement for a portion of our expenses incurred as a result of the October Storm called "Alfred". Expenses included additional propane for the hall, fuel for the generator which ran continuously for eight days, tree removal, food and beverages for the residents, supplies for the hall and for additional hours for our maintenance staff.

In anticipation for the coming winter months, our staff is well prepared. Our plow truck has received some major repair work to get it ready for the winter months. We have recently sold the Gravelly Trekker and acquired a new small John Deere combination plow and snow thrower for the walkways. Our two snow blowers have been serviced and are ready to go. We remind the residents to park their cars facing out if they have rear wheel drive. It is also important that the vehicles are not blocking the sidewalks, so that the plow can go by. Door mats should be moved to the side, so as not to get caught in the snow-blowers. As always we will do our best to get the walkways cleared as soon as possible and then clear the cars and parking areas.

It should also be noted that our two second level dumpsters are no longer blocking the roadway. We removed a small pine tree, while tree workers were here after Storm "Alfred" to allow the dumpsters to be moved back away from the road. This involved the addition of some added paving. The result provides a safer area for cars passing through the area. It also looks much better.

Our Christmas Party was held on December 9<sup>th</sup> and we had approximately 50 residents in attendance. A choral group was brought in by our RSC Cindy Delaware and everyone appeared to be enjoying the food, gifts and entertainment.

Roger Thibodeau has resigned as our community building monitor. Resident David Mills has replaced Roger and will be responsible for opening the building and locking it up at night. Gary Taylor has been doing an excellent job of cleaning the bathrooms in the hall and light cleaning. We appreciate both of their efforts in ensuring a smooth operation in the hall.

### **RESIDENT SERVICES COORDINATOR**

I have been at Park Hill a year this month and have come to know many of the people who reside here. It gives me great satisfaction to be able to help with issues or concerns that residents have. I enjoy meeting with individuals and talking; they offer great ideas and suggestions. I am proud to be working with a community that helps each other in times of crisis. Residents here watch out for their neighbors and make Park Hill a nice place to live,

Another year is upon us. It takes practice to write 2-0-1-2 and it seems just as I mastered it, a new year turns over! I hope to have lots of participation in scheduled events this year. Presently I have been working on the "low budget worksheets" in conjunction with C.L. & P to help residents with their electric bills. The new heat pumps installed should keep the costs down, but anything that benefits the residents should be utilized.

Our resident "Coffee Hour" continues on Tuesday mornings at 9:00 a.m. in the Community Hall. We enjoyed the songs of a local college guitar student who played an assortment of Christmas songs for us before the holiday. He is being invited back for our Valentine's Day party. There are many resources that may benefit the residents that I am researching for future meetings. My goal is to secure a guest speaker or demonstration once a month for the coffee hour. One of the services is the VNA Blood Pressure Clinic which is scheduled monthly on Tuesdays and coincides with our coffee time. Residents benefit from health monitoring services and participation has increased for this program since refreshments are available.

### **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**

The Executive Director Jennifer DiMauro reported to the Commission members present that she had researched a maintenance agreement for our generator. The original service agreement with Weld Power was cancelled and we have been in contact with them to reinstate the contract. The generator will have to be inspected and any necessary repairs done. If we do not hear back from Weld Power we will contact other companies regarding a service contract and when any additional information is forthcoming it will be brought to the attention of the Commissioners.

## **NEW BUSINESS**

There was no New Business

## **PUBLIC COMMENTS**

For the second time this being a couple of additional residents brought up the heat pumps. There were questions regarding the distribution of a second remote control to those who live in doubles; the answer to this is that they would be distributed as soon as time allowed. Another question regarded the installation of a second pocket to hold the remote and it was stated that this could be done.

## **EXECUTIVE SESSION**

Pursuant to CGS Section 1-200(6) Personnel and Litigation

A motion was made by Commissioner Percoski, second by Commissioner Legassie to go into Executive Session at 7:40 p.m. to include the Executive Director and Executive Assistant as needed.

Percoski/Legassie

Unanimous

A motion was made by Commissioner Percoski, seconded by Commissioner Legassie to come out of Executive Session at 8:21 p.m.

Percoski/Legassie

Unanimous

No action taken.

## **ADJOURNMENT**

A motion was made by Commissioner Percoski, seconded by Commissioner Legassie to adjourn the regular meeting of the East Windsor Housing Authority at 8:25 p.m.

Percoski/Legassie

Unanimous

Respectfully submitted,

Darlene H. Kelly  
Recording Secretary