

**East Windsor Housing Authority  
Special Meeting – April 2, 2012  
MINUTES**

**CALL TO ORDER AND ATTENDANCE**

The meeting was called to order at 5:30 p.m. by Commissioner Percoski. Commissioners Burns and Slate were in attendance, as well as Commissioner Legassie by telephone; and our liaison to the Board of Selectman, Jim Richards.

**ADDED AGENDA ITEMS**

There were no added agenda items

**MEETING MINUTES OF:**

**Regular Meeting – January 17, 2012**

The minutes of the regular meeting of January 17, 2012 were reviewed by all commissioners present. A motion was made by Commissioner Percoski, seconded by Commissioner Slate to accept the minutes of the regular meeting of January 17, 2012 as presented.

Percoski/Slate

Unanimous

**Emergency Meeting – January 31, 2012**

The minutes of the Emergency Meeting of January 31, 2012 were reviewed by all commissioners present. A motion was made by Commissioner Burns, seconded by Commissioner Percoski to accept the minutes of the Emergency Meeting of January 31, 2012 as presented.

Burns/Percoski

Unanimous

**Emergency Meeting – February 20, 2012**

The minutes of the Emergency Meeting of February 20, 2012 were reviewed by all Commissioners present. A motion was made by Commissioner Burns, seconded by Commissioner Percoski to accept the minutes of the Emergency Meeting of February 20, 2012 as presented.

Burns/Percoski

Unanimous

**PUBLIC COMMENTS**

There were no public comments.

## **BILLS AND COMMUNICATIONS**

### **Check Register – January 12 – February 15, 2012**

The Check register for January 12 – February 15, 2012 was reviewed by all Commissioners present and all questions answered. A motion was made by Commissioner Percoski, seconded by Commissioner Burns to accept the check register of January 12 – February 15, 2012 as presented.

Percoski/Burns

Unanimous

### **Check Register – February 16 – March 14, 2012**

The Check Register for February 16 – March 14, 2012 was reviewed by all commissioners present and all questions answered. A motion was made by Commissioner Percoski, seconded by Commissioner Slate to accept the check register of February 16 – March 14, 2012 as presented.

Percoski/Slate

Unanimous

### **Bank Reconciliation – January, 2012**

The Bank Reconciliation of January 2012 was reviewed by all commissioners present and all questions answered.

### **Bank Reconciliation – February, 2012**

The Bank Reconciliation of February, 2012 was reviewed by all commissioners present and all questions answered.

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

The bid phase for the CDBG grant has been completed with a walk-through on February 14<sup>th</sup> and an opening of the bids on February 27<sup>th</sup>. The bids for the major improvements to Park Hill were reviewed and contractors have been selected and include the Barr Company to perform exterior renovations to the property and the Imperial Company to perform exterior renovations to the property. The contracts with these two (2) companies were signed on March 20<sup>th</sup> and we expect the work to begin within the next week or so.

I am pleased to report that the heating/cooling pump installation is completed and has been inspected by the Building Official and he has signed his approval of the work. We had to make some adjustments to the breakers on the second and third level apartments.

At a previous meeting I had been asked by the Board to look into the cost of a replacement generator. In conjunction with this request, I did some research on our current generator. The good news is that despite its age (39) it has only 800 hours of service logged into it and it is estimated to reach 8,000 hours of service before it needs to be replaced. The generator was inspected by an area contractor

recommended by the manufacturer of the generator, Kohler. The technician spent two hours inspecting the unit and recommended some upgrades, which will be done in the near future. A service agreement is now in place, to have the unit inspected twice a year, including the provision of a rented generator is one is ever needed. These measures will save the Authority the cost of a new generator, which would be around \$16,000 plus the cost of labor.

I am pleased to announce that FEMA has approved our application for reimbursement for the October 29<sup>th</sup> snow storm, notoriously remembered as “Alfred”. We anticipate receiving 75% of our total shelter, auxiliary power and other related expenses.

The exterior lighting around the Park Hill complex is also being worked on. It was discovered that the pole lighting was staying on too long, in the morning. The lights should extinguish with the morning light, however due to worn out photo sensors, the lights have been staying on. The photo sensors are being replaced.

We have been informed by the Town that they are planning to resurface our municipal road way; however, we may have this work held off until the major exterior work has been done. This decision is to prevent damage to the new paving surface by the heavy trucks that will be delivering building materials. Following the repaving, we will be planning to reline the parking spaces and install new handicapped signage for the tenant parking spots.

In conjunction with CL & P 20 new refrigerators were delivered to Park Hill and with these new refrigerators we are at 100% for refrigerator replacement. CL&P has also agreed to upgrade all of our exterior lighting, including the lights on the poles. We hope to have all this completed over the summer months.

The Housing Authority has recently submitted a new request for funding through the State Department of Economic and Community Development. Our new application for funding is for a total of \$100,000 to install some automatic doors on the community building front entrance and two of the laundry rooms, some security cameras, additional accessibility improvements to apartments for handicapped tenants and replaced of thirty electric hot water heaters. The decision on this new grant request will be made in early June.

The residents and board should be aware that the Housing Authority has continued to receive a number of requests for the rental of the Community Hall. While we continue to accommodate the original organizations who regularly use the hall, including the Rotary, Garden Club and BMX; to allow for additional groups to use the space would begin to impede the resident’s use of the facility. The Community Hall was built for the resident’s use and that should remain as the main priority of the space. We have a very active group of residents here at Park Hill, who enjoy being able to come in to use the large screen television, shoot pool, play games or do crafts. The rental revenue that we have been charging outside groups is only \$75.00 year, per organization, and does not adequately cover our utilities, cleaning cots and also puts a burden on our parking and opens us up for liability expenses, should someone become injured on our property. I have asked the board to review the policy for the use of the community hall.

## **RESIDENT SERVICES COORDINATOR**

Several residents requested and received help with Medicare and food stamp applications, State of Connecticut DSS recertification paperwork, various health issues and updating the File of Life Magnets. I have continued to complete low budget worksheets for residents and the majority of the qualified residents have been done.

We had a presentation in February from Hartford Orthotics who in turn assisted several residents in obtaining proper shoes at no cost to them as they were all found to be eligible for medicare and/or supplemental insurance payment.

Also in February we had a Valentine's Day Pizza Party for the residents on Monday, February 13<sup>th</sup> which was well attended. We were able to get a local college to student to sing and play guitar for us and the residents in attendance thoroughly enjoyed the performance. In March we had a St. Patrick's Day Luncheon for the residents on March 15<sup>th</sup> and we served corn beef, ham, turkey fixings for sandwiches and other goodies donated by the residents. Everyone had a good time and we are looking forward to the next event.

We continue to have the Tuesday morning "Coffee Hour" which is enjoyed by all residents who attend and have added movies on Friday afternoons for the enjoyment of the residents. Some of the residents have also organized a game night on Thursdays in the early evening.

I have made "Welcome" folders for new tenants that contain community resources and information packets. I visit them after they are settled and help them to fill out the File of Life Magnets. I have also arranged for the Life Line safety device to be ordered and installed in the home of a new tenant. She had a risk of falling and the emergency device summons help immediately giving her peace of mind.

## **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 COMMENTS

In response to a question posed to him, Jim Richards our liaison to the Board of Selectman reported that Shop Rite of Enfield was donating bags and gloves to clean up outside areas in conjunction with the Earth Day Celebration.

## EXECUTIVE SESSION

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

A motion was made by Commissioner Percoski, second by Commissioner Slate to go into Executive Session at 5:43 p.m. to include the Executive Director and Executive Assistant as needed.

Percoski/Slate

Unanimous

A motion was made by Commissioner Percoski, seconded by Commissioner Slate to come out of Executive Session at 6:20 p.m.

Percoski/Slate

Unanimous

**ACTION TAKEN:** A motion was made by Commissioner Burns, seconded by Commissioner Percoski to change the starting time of the Commission meetings to 4:00 p.m. beginning with the May 21, 2012 meeting.

Burns/Percoski

Unanimous

## ADJOURNMENT

A motion was made by Commissioner Percoski, seconded by Commissioner Slate to adjourn the special meeting of the East Windsor Housing Authority at 6:30 p.m.

Percoski/Slate

Unanimous

Respectfully submitted,

Darlene H. Kelly  
Recording Secretary