

**East Windsor Housing Authority  
Regular Meeting - July 16, 2012  
MINUTES**

**CALL TO ORDER AND ATTENDANCE**

The meeting was called to order at 4:00 p.m. by Chairman Slate. Commissioners Legassie and Percoski were in attendance along with our liaison to the Board of Selectman, Jim Richards. The following members of the East Windsor Housing Authority staff were also present, Jennifer DiMauro, Executive Director and Darlene Kelly, Executive Assistant. Commissioner Burns was not in attendance

**ADDED AGENDA ITEMS**

There were no Added agenda items

**MEETING MINUTES OF:**

**Regular Meeting - June 18, 2012**

The minutes of the regular meeting of June 18, 2012 were reviewed by all commissioners present. A motion was made by Commissioner Legassie, seconded by Commissioner Percoski to accept the minutes of the regular meeting of June 18, 2012 as presented.

Legassie/Percoski

Unanimous

**BILLS AND COMMUNICATIONS**

**Check Register - June 14 - July 11, 2012**

The Check register for June 14 - July 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 June 14 - July 11, 2012 as presented.

Percoski/Legassie

Unanimous

**REPORTS OF THE EXECUTIVE DIRECTOR**

The Small Cities grant improvements continue, with the window installation on the third level completed. The installer will be doing some finish work, including caulking in a number of apartments. The delivery of our doors was postponed when it was determined that the doors were not prepped properly by the manufacturer for the specified hardware. At the time, the contractor is working on procuring doors through a new supplier. We regret the delay; however we need to be absolutely certain that the hardware that has already been purchased will fit the doors precisely, to avoid problems. In spite of the

delay with the last part of the improvements, the overall project continues to remain on schedule.

Once the main improvements have been completed, we anticipate having some remaining funding available to be able to do some additional accessibility features on the property. This will include the ADA (Americans with Disability) renovations to another double unit, to make it wheelchair compatible. Doors to the community building will be replaced with power doors for wheelchairs and assistive device entry. We are also assessing installing some changes to tenant bathroom bathtubs; such as tub cuts to some of the tubs to make it easier for our tenants to use the bathtub safely; depending upon the amount of monies left from the initial grant. These improvements will come last and we expect to continue this work into September.

We are gearing up for our Armed Services Volunteer Work Day, scheduled for August 18<sup>th</sup>, but we are saddened that our friend, Sgt. Timothy Aldinger from the U.S. Air Force has been recently reassigned to the Hill AFB in Utah. The Recruiter from the Hartford Recruitment office, Sgt. Tiffany Moffett will be heading up our work day crew on the 18<sup>th</sup>. Sgt. Moffett worked with us here at Park Hill last summer. We hope to continue our collaboration for many years to come. Several projects have been planned for the 18<sup>th</sup>, including the power washing of tenant buildings, the demolition and installation of a new vinyl ranch style fence by the lower level parking area, as well as the installation of some additional handicapped signage for tenant parking spaces. The recruits will also be helping tenants with some small outside jobs around their apartments.

Last month, a tenant complained about the shrubs needing trimming. At the time of the complaint, the Housing Authority was in the process of obtaining prices from landscapers for the work. At this time, all of the shrubs around the property have been trimmed. This work will be done annually.

There is some work that has been put on hold until the exterior renovations have been completed. This includes the interior finish work inside the apartments where the air conditioners were removed. This work will be completed in September. Annual tenant inspections will also be done in September.

Maintenance staff have been very involved with the renovations, especially with the window installations, as they have needed to be on hand to remove the window blinds and heavy furniture from away from the windows, and then to replace everything. When not assisting with these preparations, the two workers have been refurbishing vacant apartments. Over the past month, two apartments have been refurbished for occupancy.

The Housing Authority is not receiving applications for housing at this time, as our current waiting list is now at its maximum count, per our state approved Tenant Selection policy. We are working through our current waiting list at this time.

Our Resident Services Coordinator continues to work individually with our residents to link them to needed local, state and federal programs, as well as provide supportive social and recreational programs. Cindy Delaware keeps residents informed by distributing the monthly newsletter, notices of importance, visits those just back from the hospital and many more forms of assistance. Cindy has also been busy obtaining safety flags to mount on the wheelchairs of tenants who venture out down the main streets.

## **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**

OPM Letter - Commissioner Burns

One of our residents had received a letter from Office of Policy and Management from the State of Connecticut stating that in the process of completing the renters rebate application his personal and financial information had been compromised. The residents was offered by the State an identity protection plan. As Commissioner Burns oversees the Renters Rebate program we are asking her to look into this and report back to the board at our next scheduled meeting.

## **PUBLIC COMMENTS**

There were no Public Comments

## **EXECUTIVE SESSION**

Pursuant to CGS Section 1-200(6) Litigation

A motion was made by Commissioner Percoski, second by Commissioner Legassie to go into Executive Session at 4:06 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 4:50 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 4:55 p.m.

Percoski/Legassie

Unanimous

Respectfully submitted,

Darlene H. Kelly  
Recording Secretary