

East Windsor Housing Authority
Regular Meeting – January 22, 2013
MINUTES

CALL TO ORDER AND ATTENDANCE

The meeting was called to order at 4:30 p.m. by Chairman Pauline Legassie. Commissioners Marie DeSousa and Beverly Percoski were in attendance. The following members of the East Windsor Housing Authority staff were also present, Jennifer DiMauro, Executive Director and Darlene Kelly, Executive Assistant. The liaison to the Board of Selectman Jim Richards was also present. Commissioner Elizabeth Burns was not in attendance.

UNFINISHED BUSINESS

The Chief of Police, Edward DeMarco, and the First Selectman, Denise Menard were scheduled to speak about the Emergency Management Plan for the Town of East Windsor and how it pertained to the residents of Park Hill, but they were absent.

Commissioner DeSousa spoke up at this time and said that Ms. Menard had not been informed of the meeting, but we have a stamped copy of our agenda which had been delivered to Town Hall by Darlene Kelly, Executive Assistant for the Housing Authority, stating that she was to speak and also e-mails to her from the Chairman of the Board, Pauline Legassie, regarding this issue.

PUBLIC COMMENTS

Gary Taylor, apt. 52, thanked the Maintenance crew for plowing the complex today.

MEETING MINUTES

Special Meeting – December 17, 2012

The minutes of the Special Meeting of December 17, 2012 were reviewed by all commissioners present. A motion was made by Commissioner Percoski, seconded by Commissioner DeSousa to accept the minutes of the Special Meeting of December 17, 2012 as presented.

Percoski/DeSousa

Unanimous

BILLS AND COMMUNICATIONS

Check Register December 13, 2012 – January 16, 2013

The check register of December 13, 2012 – January 16, 2013 was reviewed by all commissioners present and all questions answered. A motion was made by Commissioner Percoski, seconded by Commissioner DeSousa to accept the check register of December 13, 2012 – January 16, 2013 as presented.

Percoski/DeSousa

Unanimous

REPORT(S) OF THE EXECUTIVE DIRECTOR

The Grant work was inspected by the Building Inspector and the project was approved. The bidding process for the additional work under the grant funding for the power assist doors and the conversion of one more apartment for wheelchair use is expected to be announced at the end of the month. We expect that the actual work will commence in March or April. Due to the upcoming construction work in the hall, some of the activities may need to be postponed or moved to other locations. We will announce any changes to our scheduled activities or meetings in the hall in the newsletter.

We are in the process of scheduling repairs to the floor tiles around the inside of the entry doors, due to some collateral damage during the

door installation. These repairs were not covered by grant funds. We expect to have all of the repairs done by the end of March.

The drywall finish work on the interior walls where the air conditioners were removed has also been completed. These repairs were also the responsibility of the Housing Authority, following the installation of the new heating and cooling pumps. At the same time, minor repairs around the new doors are also being taken care of.

At the time of the exterior renovations, the Housing Authority salvaged two apartment doors in good condition and those doors will be refurbished and reinstalled on the second and third level laundry facilities. The grant did not cover brand new replacement doors for the laundry rooms, only the tenant structures. Plans are in process to replace the flooring in all three laundry rooms this Spring with a non-slip durable and easy to maintain flooring.

The Housing Authority generally receives salt treatment for the walkways, as a municipal service by the Town. In early November, prior to the first winter storm, our maintenance staff went to pick up a supply of salt and they were told that the Town would no longer be able to provide it for us. We have since purchased the minimum delivery of one ton of salt, at a cost of approximately \$500.00. Since salt is in plastic bags, the excess not used this season can be stored for the future.

CHFA has sent notice to our Housing Authority that all state sponsored housing properties will be offered a Capital Needs Assessment funded by the state. Governor Malloy has announced plans to revitalize properties under the state's portfolio with 300 million over the next ten years. The Capital Needs Assessment is an objective evaluation of the physical, financial and operational needs of all of the properties owned by the State. This means that a variety of professionals will be walking the property, to review what we have already done, to evaluate which projects should be done and to prioritize the needs. The result of the study will be useful for our Housing Authority, as we seek out future grants, as well as help us to invest effectively to sustain the property for years to come. The professionals will be here on Wednesday, January 23rd from 9:00 – 12:00 looking at approximately 5 apts (including the recently renovated

wheelchair accessible apt), the Community Hall, laundry rooms and mechanical rooms.

Our new RSC, Laura Clynch, “hit the ground running” and has already been very busy. Laura came on staff with us on January 2nd and has been meeting the residents, reaching out to the new residents with Welcome information, scheduling appointments and planning activities. Laura has been instrumental in helping us to coordinate efforts with the Senior Center, to update our Welcome packets for new residents, as well as helping residents to understand the town services and how to access them. Laura’s office hours are posted on her door, so that the residents will know when she is available, as she is often out on the property making home visits.

The Maintenance Staff has been busy refurbishing vacant units. Over the past three (3) months alone over seven (7) units were renovated for new tenants. Maintenance is now working their way through the orders for copies of keys for the new doors. The keys are made on site and the tenants have received three (3) keys at no charge, and additional keys are \$2.00 each. Each tenant is provided with three (3) free keys and we begin charging for additional keys after the three.

At the request of a resident at the last meeting, I looked into the possibility of adding additional washers and dryers. According to our laundry equipment provider, our current machines usage is recorded at 41 cycles per month. This equates to 1.3 cycles per machine per day. This means that each washer is only running an average for 40 minutes per day and the dryers are running on average of 1 hour per day. According to the laundry service, the current documented number of cycles would need to be over 3 or 4 cycles per day to substantiate the need for additional machines. The problem, as I have identified it, is that home health aides schedules for the various residents, often overlap and at those times, 3 or 4 aides might be competing for the same machine. To avoid this, residents can suggest that their aides may need to use one of the other laundry rooms or possibly adjust their hours to a different time if possible.

ADDED AGENDA ITEMS

Dwelling Vacancy Loss Resolution – the documentation regarding this resolution has not been completed and this item will be tabled for a future meeting.

REPORTS OF COMMITTEES

There were no Reports of Committees.

POLICIES AND PROCEDURES

12-02 Emergency Shelter

This policy was read to everyone present by the Chairman, Pauline Legassie.

After the Chairman finished reading the policy, there was a discussion among the Commissioners present regarding the language on the last paragraph on the first page which reads as follows:

“At no time should the East Windsor Housing Authority be designated at the “Shelter for the Elderly in East Windsor”, and at no time, should the East Windsor Housing Authority be expected to shelter, feed or otherwise care for, any other resident, other than those who are official residents of Park Hill, during any emergency period. To allow this, would place the East Windsor Housing Authority in a position of liability for those individuals placed in its care.”

Commissioner DeSousa objected to the language of the paragraph. She stated that she felt the language was too harsh and did not need to be part of a policy for the East Windsor Housing Authority.

Chairman Legassie objected to her objection by saying that with all due respect to Commissioner DeSousa and Mr. Richards, they were not around during Storm Alfred and that on two separate occasions people who were not residents of the Housing Authority were directed to the Housing Authority as a shelter with showers, by an article in the local

paper and per the direction of the First Selectman. Chairman Legassie went on further to say that we had all we could do to feed and shelter our own residents without residents from the Town being directed here.

There was additional discussion regarding this matter from the residents in attendance, including Cherie Martyn, apt. 84, who was on hand the week following Storm Alfred to help with the cooking, etc. for the people that were staying in the Community Hall. She also reiterated what Chairman Legassie had said.

A motion was made by Commissioner Percoski to accept Policy 12-0002 as presented. As there was no second to this motion, a vote was taken with the following results:

DeSousa – Nay

Percoski – Aye

As there were only two commissioners present, it was the responsibility of the Chairman to cast the deciding vote and she voted Aye.

The motion was carried and Policy 12-0002 will become a permanent policy for the East Windsor Housing Authority.

Once the motion was carried, Commissioner DeSousa wanted to know who the Section Monitors were and she was given the following information:

Section 1:	Pauline Legassie, Apt. 15
Section 2:	Ron & Ethel Lee, Apt. 45
Section 3:	Cherie Martyn, Apt. 84

Jennifer explained that Section Monitors were like “Block Watch volunteers” and were the “go to” people in the event of an emergency and that emergency information is provided to them first. They also have an orange sign in their window designating “Section Monitor”.

Commissioner DeSousa was also informed that these Section Monitors did not have a master key – only keys that their neighbors had given them for their individual apartments and that they had been given

Jennifer's cell phone number to call in the case of an emergency. Commissioner DeSousa then questioned the Executive Director as to whether or not we had documentation giving these people permission to be key holders for their neighbors and she was assured that we did and all documentation regarding keys was in the tenant's individual file in the office.

NEW BUSINESS

2013 Holiday Schedule for the East Windsor Housing Authority

The 2013 Holiday Schedule for the East Windsor Housing Authority was reviewed by all Commissioners present.

A motion was made by Commissioner Percoski, seconded by Commissioner DeSousa to accept the 2013 Holiday Schedule as presented.

Percoski/DeSousa

Unanimous

PUBLIC COMMENTS

Jim Richards, liaison to the Board of Selectman, took this opportunity to speak to everyone present.

First of all he started out by saying how pleased he was to see Marie DeSousa on the board and he was glad she had been "hired" to be on our board.

Secondly, he questioned Jennifer on her Directors report regarding the repairs that needed to be made following the installation of the doors. He questioned the Housing Authority as to whether or not the door installation had been done by our Maintenance people and whether the contract had been followed. Jennifer explained that all work was done by a contractor under the grant, under the direction of a State approved architect and grant writer. The "damage" was collateral minor damage that requires touch-up work only.

Mr. Richards then brought up the issue of the Emergency Shelter policy for the East Windsor Housing Authority. He stated that he felt the same way Ms. DeSousa did in that the language was not proper; he also stated that he was perturbed with the actual Emergency Shelter policy which had been accepted. He did admit that he had not been around during the storm which had prompted this policy, but that things were a lot different now and that the Town would be better prepared to cope with an emergency such as Storm Alfred; and that there was now a plan in place to cope with any type of emergency which may come.

He went on further to state that the Town should not be providing services to Park Hill as Town responsibility ends at the beginning of our driveway and that Park Hill is not Town property; and that the Board of Selectman are only trying to be fiscally responsible. He went on further to state that he could not understand why there was so much anger over the fact that we could not get salt from the Town for our walkways. He said that he did not know what had gone on in the past, but that over the last couple of months there had been many changes with the Town of East Windsor personnel in that several people had been fired from their positions (particularly the IT people) and that he would be investigating the salt issue and who was responsible.

He was then questioned by the Executive Director as to the IT issues with the Town not receiving our e-mails, agendas and minutes of our meetings. It has come to the point where our agendas and minutes are now hand delivered by a staff member to the Town Clerk as sending these documents to the town electronically doesn't seem to be working.

The Executive Director went on further to say that it appeared to be ironic that not getting salt anymore and the issues with the e-mails, only cropped up after the paving debacle.

The response from Jim Richards to this was that he had no idea what was going on, that it appeared to him that there was a lot of anger and arguing going on which doesn't accomplish anything and that anytime Jennifer needed to contact him she could use his personal e-mail. The other comment that Mr. Richards made was that in the future we should

think of the feelings of the town before any decisions are made or actions taken. He was then questioned regarding the sewer usage fee (which had been mentioned by Commissioner DeSousa earlier in the meeting) and he said he would look into it. Jennifer went on further to state that we would be bringing the PILOT payment issue to the Board of Selectman at their next meeting.

Cherie Martyn, Apt. 84

Ms. Martyn started off by thanking Mr. Richards for his concerns with regard to the tenants at Park Hill. She then had a couple of requests with regard to the functioning of the kitchen – she wanted to know if there was some way to tie in the water lines to the generator so that if we did lose power for multiple days again we would have a way of getting hot water instead of the process that was used wherein water had to be heated on the stove in order to cook and/or do dishes.

The Executive Director replied that she would look into this issue and although the generator is 40 years old it still has plenty of life left in it.

Any improvements made at Park Hill in the future will be predicated on the Capital Needs Assessment which is being performed tomorrow. The things that are being looked at are alarms, smoke detectors, toilets, sinks, sidewalks (which are in desperate need of repairs), doorways, sidings and electrical/mechanical (including the generator).

Sharleen Craft, Apt. 57

Ms, Craft asked if we could look into the possibility of installing a gas stove in the kitchen so that if we did lose our power again for a number of days we would not have to rely on the generator for using the stove.

ADJOURNMENT

A motion was made by Commissioner Percoski, seconded by Commissioner DeSousa to adjourn the regular meeting of the East Windsor Housing Authority Board of Commissioners at 5:32 p.m.

Percoski/DeSousa

Unanimous

Respectfully submitted,

Darlene H. Kelly
Recording Secretary
East Windsor Housing Authority
Board of Commissioners