

**EAST WINDSOR HOUSING AUTHORITY REGULAR MEETING  
SEPTEMBER 30, 2013 MINUTES**

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**1. CALL TO ORDER AND ATTENDANCE**

The meeting was called to order at 7:00 p.m. by Chairman Legassie, Commissioners DeSousa, LeBorious, Burnham, and Simmons were present along with Executive Director Sandra Desrosiers.

**2. MEETING MINUTES OF:**

**Regular Meeting of August 19, 2013**

The minutes of the Regular Meeting of August 19, 2013 were reviewed by all commissioners present. A motion was made by Commissioner Burnham, seconded by Commissioner DeSousa to accept the minutes as presented. The motion passed. In favor - P. Legassie, M. DeSousa, J. Burnham, and E. LeBorious; Opposed – none; Abstention – M. Simmons.

**3. FINANCIAL REPORTS**

The financial reports were presented by S. Desrosiers. Commissioner Burnham asked what is the overall health of our money – S. Desrosiers replied we are healthy. We are paying all the bills and saving a little bit every month. Commissioner DeSousa asked if the RSC salary was being paid out of our payroll. S. Desrosiers stated the position is fully funded by the grant and all monies are accessible to the agency outside of operational costs. Commissioner Burnham asked if we were up to speed with the Pilot Program. Commissioner DeSousa said everything is paid. The bill is due in July but because we have not closed out our books yet, the amount is still undetermined. Commissioner Burnham reiterated, so we are healthy? S. Desrosiers stated yes, we are healthy because of the revenue we receive from our partnership with Millpond. Commissioner DeSousa stated as long as Millpond does not sell. We are in big trouble; people that live there are saying it is for sale. S. Desrosiers was assured by the owner of Millpond that it was not for sale; it is just looking for an investor. She also stated that without the funds from Millpond we would not be healthy. Park Hill is not self-sustaining. Commissioner Burnham asked how much we received from Millpond. S. Desrosiers stated it is approximately \$80,000.00 a year. A motion was made to acknowledge the financials by Commissioner DeSousa and seconded by Commissioner LeBorious. The motion passed. In favor - P. Legassie, M. DeSousa, J. Burnham, E. LeBorious, and M. Simmons; Opposed – none.

**4. LEGISLATIVE BILLS AND COMMUNICATIONS**

A. Letter to Mr. Tabatabai, State of CT Department of Public Health DW;  
Re: Sanitary response for East Windsor Housing Authority – PWSID: CT04070071  
S. Desrosiers stated most all of the issues have been addressed. It will cost \$1800.00 to address the oil tank issue. Commissioner Burnham asked if we give preferential treatment to local business. S. Desrosiers stated it is not in our procurement policy. Commissioner DeSousa asked if we have a schedule of maintenance. S. Desrosiers stated we do.

**5. REPORT OF THE EXECUTIVE DIRECTOR**

Hereto attached as Exhibit A

**EAST WINDSOR HOUSING AUTHORITY REGULAR MEETING  
SEPTEMBER 30, 2013 MINUTES**

---

**6. POLICIES AND PROCEDURE**

**A. 10-0020 Riding Toys – Rescind** After review and discussion a motion was made by Commissioner DeSousa and seconded by Commissioner LaBorious to rescind policy 10-0020 Riding Toys. The motion passed. In favor - P. Legassie, M. DeSousa, J. Burnham, E. LeBorious, and M. Simmons; Opposed – none.

**B. 13-0002 Children on Riding Toys – Adopt** Commissioner Burnham made a motion to amend as such: In the event that a minor guest of a resident is found using any of these toys on the sidewalks, the host tenant will be subject to a fine issued by the Executive Director and approved by the Board of Commissioners and seconded by Commissioner DeSousa to adopt policy 13-0002 Children on Riding Toys with changes. The motion passed. In favor - P. Legassie, M. DeSousa, J. Burnham, E. LeBorious, and M. Simmons; Opposed – none.

**C. 10-0015 Leaving Property – Rescind** After review a motion was made by Commissioner DeSousa and seconded by Commissioner Burnham to rescind policy 10-0015 Leaving Property - Rescind. The motion passed. In favor - P. Legassie, M. DeSousa, J. Burnham, E. LeBorious, and M. Simmons; Opposed – none.

**D. 10-0009 Pass Key Holders – Rescind** After review a motion was made by Commissioner DeSousa and seconded by Commissioner Burnham to rescind policy 10-0009 Pass Key Holders - Rescind. The motion passed. In favor - P. Legassie, M. DeSousa, J. Burnham, E. LeBorious, and M. Simmons; Opposed – none.

**E. 10-0006 Apartment Inspection/Failure – Rescind** After review a motion was made by Commissioner DeSousa and seconded by Commissioner LeBorious to rescind policy 10-0006 Apartment Inspection/Failure - Rescind. The motion passed. In favor - P. Legassie, M. DeSousa, J. Burnham, E. LeBorious, and M. Simmons; Opposed – none.

**F. 13-0003 Tenant Relocation – Amend** After review and discussion a motion was made by Commissioner Burnham and seconded by Commissioner LeBorious to amend policy 13-003 Tenant Relocation. The motion passed. In favor - P. Legassie, M. DeSousa, E. LeBorious, and M. Simmons; Opposed – J. Burnham.

**7. REPORT OF THE TENANT ASSOCIATION – Carmilla Mills**

The Tenant Association met September 10<sup>th</sup>. They discussed previous months' pot luck supper. The next event will be a pizza party to be held on October 27<sup>th</sup>. All are welcome and it is free to everybody. They are looking into getting some

**EAST WINDSOR HOUSING AUTHORITY REGULAR MEETING**  
**SEPTEMBER 30, 2013 MINUTES**

---

things to have more tenants come down and see what they do for everybody. Next Tenant Association Board meeting will be October 8, 2013. Jeanne Swickles, Vice-Chair asked if the board was willing to talk to them about who they plan on putting in.

**8. REPORT OF THE PILOT COMMITTEE - Commissioner DeSousa**

Commissioner DeSousa attended the Board of Selectmen meeting held on September 17<sup>th</sup>. She asked the Board to postpone any discussion due to not meeting with the committee to its October 16<sup>th</sup> meeting. After much discussion it was decided that The PILOT Committee would present a proposal for 7% of rental revenue as PILOT to the Town of East Windsor Board of Selectman.

**9. PUBLIC COMMENT**

*Richard Roe #51: We have several wells, how often are they tested?*

*S. Desrosiers – Annually*

*Richard Roe #51: Do we have septic or sewer?*

*Commissioner Legassie - Sewer*

*Richard Frary #5: Discussion about changing apartments. Base rent is that a single to a double?*

*S. Desrosiers – No*

*Richard Frary #5 – This weekend a serious case occurred – a neighbor on the corner rode his moped with his son on the back. A letter should be sent to him. When they go up the hill they go to fast.*

*S. Desrosiers – Call the police next time it happens and I will send a letter to him.*

*Richard Frary #5 – There were a number of area projects. Siding of building cleaned up with mold, re-paved.*

*S. Desrosiers – I will put them on Capital Improvements. Richard, please stop in my office with a list.*

*Commissioner DeSousa – Apts 4 & 5 have a lot of mold.*

*Mary Staples # 46 – Mold is all the way up the hill. I tried a dehumidifier it doesn't work it gets smell in the house.*

*S. Desrosiers – The cold air will kill it. In the spring we will address it. It is mildew and not mold. There is no physical harm.*

*Jan Sedor # 26 – Isn't there a young man you can ask*

*Commissioner DeSousa – He is cleaning filters*

*Sandy Golden #18 This past week I've been coming in after dark, I have huge spiders by my door. Do I have to spray? And I have little ants that look like termites, ants with wings.*

*S. Desrosiers – Call the office with a work order.*

**EAST WINDSOR HOUSING AUTHORITY REGULAR MEETING  
SEPTEMBER 30, 2013 MINUTES**

---

*Sandy Golden #18 Are you allowed appliances like a dishwasher?*

*No – policy says no*

*Commissioner Legassie – our circuit breakers boxes are not strong enough, you would have to get an electrician*

*Sandy Golden #18 – Some apartments do.*

*Commissioner Legassie – I have washer and dishwasher. I hired plumbers and electricians to do everything and I have a doctor’s note.*

*Commissioner LeBorouis – If someone is willing to pay for an electrician and plumber is it possible?*

*S. Desrosiers, It is up to the Board to amend policy*

*Commissioner Burnham – We are going back and forth. It should public comment.*

*Jeanne Swickles #20: Are we going to be taking the Tenant Association seriously? We know nothing about Mr. Simmons*

*Commissioner Simmons – I am a lifelong resident of East Windsor. I served on the Veterans Committee, Board of Selectman, was a Deputy Selectman*

*Jeanne Swickles #20 – Will you be taking our side?*

*Commissioner Simmons – I’m all ears.*

*Jeanne Swickles # 20 – I don’t like how people slide in*

*Commissioner LeBorouis – I keeping hearing we are not listening, Pauline is on the commission and the tenants association she is a rep. I’m not clear*

*Jeanne Swickles #20 – I’m talking about state statue*

*Commissioner DeSousa – State statue says you have a right to know. I informed you. I was at the meeting someone voted against Mark because of letter about C. Shemerluk*

*Jeanne Swickles #20 – I was told 1 month*

*Commissioner DeSousa – He has to be re-appointed. An application has to be submitted every time.*

*Commissioner Legassie – He is on the agenda*

*Commissioner DeSousa – Corrine has to put in another application*

## **10. OLD BUSINESS**

### **A. STRATEGIC PLANNING**

The Strategic Planning Committee will meet October 26, 2013 9:00am – 12:00pm.

### **B. 2013/2014 Management Plan Revision**

Tabled

### **C. Resolution 20139.1 Increase Base Rent upon Turnover**

After review and discussion a motion was made by Commissioner Burnham to accept the Resolution 2013.1 with changes to the wording “Regular” to “Special” and the date from the 16<sup>th</sup> to the 30<sup>th</sup> and seconded by Commissioner LeBorouis. The motion passed.

**EAST WINDSOR HOUSING AUTHORITY REGULAR MEETING**  
**SEPTEMBER 30, 2013 MINUTES**

---

In favor - P. Legassie, M. DeSousa, E. LeBorious, J. Burnham, and M. Simmons;  
Opposed; none

**12. NEW BUSINESS**

**A. Pet Management Policy**

After review and discussion a motion was made by Commissioner DeSousa and seconded by Commissioner Simmons to accept Pet Management Policy 13-004. The motion passed. In favor - P. Legassie, M. DeSousa, E. LeBorious, J. Burnham, and M. Simmons;  
Opposed; none

**B. EXECUTIVE DIRECTOR POSTION**

A motion was made by Commissioner Burnham to go into Executive Session for the purpose of discussing the Executive Director position. Commissioner Simmons seconded and the motion was duly approved. The Commissioners went into Executive Session at 9:30pm. No motions were made during Executive Session. Adjournment from Executive Session was made 10:14pm.

**13. ADJOURNMENT**

Commissioner Legassie made a motion to adjourn the East Windsor Housing Authority Commissioners' Meeting at 10:15p.m.

Respectfully submitted,

Marisa Prior  
Recording Secretary

**EAST WINDSOR HOUSING AUTHORITY REGULAR MEETING  
SEPTEMBER 30, 2013 MINUTES**

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**EXECUTIVE DIRECTOR'S REPORT  
EWHA Commission Meeting  
September 2013**

**EWHA**

Mill Pond Village: I had a long conversation with Mr. Curtis of Winn Management. He assured me that Mill Pond Apartments was not for sale. He also stated that any future discussion to sell the property or reposition the current Partnership Agreement will include the Authority. Winn Management is very aware of our concerns and our reliance on the revenue generated by this relationship.

Strategic Planning: Due to schedule conflicts, the Committee was not able to meet as planned on the 14<sup>th</sup>. A new date needs to be selected to begin this process.

**Park Hill**

**Financial Matters:**

To best address the ongoing financial needs of the Community of Park Hill, I suggest that the base rent be raised to \$309 for efficiency units and \$329 for one bedroom units for all turnover apartments. This increase will not affect current tenants, unless a tenant requests relocation, and will immediately improve the property's potential for fiscal sustainability. I have included a Resolution to be discussed and voted on by the Commissioners in this agenda,

**Operations Matters**

Marisa and I have been actively revising the Application for Tenancy used by Park Hill. The current application did not solicit information pertinent to current screening standards and omitted key information necessary for proper point assignment as dictated by CHFA Asset Management standards. We have customized the new application from several local PHA's operating Elderly/Disabled housing and to our specific needs at Park Hill.

**EAST WINDSOR HOUSING AUTHORITY REGULAR MEETING**  
**SEPTEMBER 30, 2013 MINUTES**

---

Resident Matters:

The votes are in, by a nearly two to one margin, the residents of Park Hill who participated have voted to accept Pets at Park Hill. A draft policy is included in this Board package for Commissioner review and adoption.

Property Matters

There are four vacant units actively in turnover. Two have leases signed and residents will be taken possession during September. There remain two in active turnover, both units require significant renovations. We anticipate leasing these units in November. There are currently 23 applicants of the waiting list.

The State's report regarding the well has come in. See Bills and Communications. There are a number of maintenance issues that require attention, some are benign and can be addressed in house by our maintenance team. Others will require a contractor that specializes in generator issues. I will provide a written response to the State regarding the corrective plan of action for each issue within the 120 day period as required.

Respectfully Submitted,

Sandra Desrosiers