

**EAST WINDSOR HOUSING AUTHORITY REGULAR MEETING
JANUARY 21, 2014 MINUTES**

1. CALL TO ORDER AND ATTENDANCE

The meeting was called to order at 7:00 p.m. by Chairman Burnham, Commissioners DeSousa, and Simmons were present. Commissioner LeBoriorous entered at 7:05pm. Commissioner Legassie was absent.

2. ADDED AGENDA ITEMS – None

3. MEETING MINUTES OF:

Regular Meeting December 16, 2013 - The minutes of the Regular Meeting of December 16, 2013 were reviewed by all Commissioners present. Regarding 12C – Journal Inquirer Article: South Road, Commissioner Simmons asked that a misspelling of the word “concurrred” be corrected and the word “as” be changed to “are”. A motion was made by Commissioner DeSousa, seconded by Commissioner Simmons to accept the minutes with stated corrections. In favor - M. DeSousa, J. Burnham, M. Simmons, and E. LeBoriorous; Opposed – none

Special Meeting December 31, 2013 – The minutes of the Special Meeting of December 31, 2013 were reviewed by all Commissioners present. Commissioner Burnham asked that his statement regarding possible getting additional office staff for 15 – 20 hours a week to help with the transition be added. A motion was made by Commissioner Simmons, seconded by Commissioner DeSousa to accept the minutes with stated corrections. In favor - M. DeSousa, J. Burnham, M. Simmons, and E. LeBoriorous; Opposed – none

Special Meeting January 7, 2014 – The minutes of the Special Meeting of January 7, 2014 were reviewed by all Commissioners present. A motion was made by Commissioner Simmons, seconded by Commissioner LeBoriorous to accept the minutes: In favor - M. DeSousa, J. Burnham, M. Simmons, and E. LeBoriorous; Opposed – none

4. FINANCIAL REPORTS

The financial reports were reviewed. Commissioner Burnham would like the check register added to the financial report. There are many questions for Elaine; a meeting will be set up for further discussion. After detailed review and discussion a motion was made by Commissioner Simmons and seconded by Commissioner LeBoriorous to acknowledge the receipt of the financial report. The motion passed unanimously.

5. REPORT OF THE FIRST SELECTMAN – None

6. REPORT OF THE TENANT ASSOCIATION – Jean S.

The Tenant Association will have a pot luck supper on Friday, February 14, 2014. Tenants are asked to bring a dish to share and their own plate and silverware. The association will supply dessert.

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7. PUBLIC COMMENT -

Jean S. #20 – Jean did ask what 2 positions need to be filled. It was clarified that it was stated 2 corner offices, not positions. We need an Executive Director. We need someone here who can make decisions.

Commissioner DeSousa – The Board can make decisions

Jean S #20 – We need someone here to make a quick decision. What if an emergency happens?

Commissioner DeSousa – Whether someone calls the Executive Director or you call John, it is the same.

Commissioner Burnham made motion to recess at 8:20pm, seconded by Commissioner DeSousa- Motion carried unanimously. Commissioner Burnham made motion to come out of recess at 8:30pm, seconded by Commissioner Simmons - Motion carried unanimously.

8. LEGISLATIVE BILLS AND COMMUNICATIONS –

Commissioner DeSousa read an e-mail from one of the candidates that were interviewed for the ED position thanking them for their time.

Commissioner Burnham read a thank you note he received from the other interviewee thanking them.

Commissioner Burnham received a letter from an individual regarding a friend that applied for housing at Park Hill. The applicant was not accepted due to minimum income limit not being met. The application process was discussed.

Commissioner LeBoriosis received a resume from an individual regarding the ED position.

9. REPORT OF THE EXECUTIVE DIRECTOR – M. Prior

Hereto attached as Exhibit A

10. POLICIES AND PROCEDURE –

A. 14-001 Authorized Signatories - Adopt Commissioner Simmons made motion to amend as such: remove “per the request of the Housing Authority auditor:, “will be” to be changed to “is”, to add “to have at least two of the following people as authorized signatories”, to remove “90 day probation” and change to “after the probationary period is completed”: seconded by Commissioner LeBoriosis to adopt policy 14-001 Authorized Signatories with stated changes. The motion passed. In favor - M. DeSousa, J. Burnham, E. LeBoriosis, and M. Simmons; Opposed – none.

11. NEW BUSINESS - none

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12. OLD BUSINESS

A. Executive Director Position – May be discussed in Executive Session at the pleasure of the Commission

The board discussed what requirements they would like the candidates to have. Commissioner DeSousa read the previous posting, Executive Assistant Prior to forward to all Commissioners. Will re-post once the job description is rewritten and they meet will with Elaine to discuss what is available to offer for a salary.

13. ADJOURNMENT

Motion to adjourn by Commissioner Simmons at 10:00p.m. Seconded by Commissioner DeSousa – Motion carried unanimously

Respectfully submitted,

Marisa Prior
Recording Secretary

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Exhibit A

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

EWHA

Staff Matters:

We have brought Mike Clynch and Jay Dumsar back this year as seasonal help to assist with the snow clearing and clean up. We also have access to a professional temp service if needed for a larger storm, although the costs will be considerable.

Park Hill

Operations Matters:

There remain a couple of outstanding issues that will not likely be closed out with 2013. Eviction of G.T., still tied up with legal aid demands. PILOT Agreement not yet drafted by Town Attorney. Strategic planning second session to outline goals has not been scheduled.

Resident Matters:

There have been several activities in the Community Hall. The fireplace is lit most days and we encourage residents to come in and enjoy the comforts of the room.

Many residents expressed their appreciation of the Staff and Commissioners' gift of a holiday poinsettia. The Christmas party was a great success thanks to all who contributed. Special thanks to our "photographer" Pauline for the wonderful snapshots which we hope to use to start a photo album for all residents to enjoy.

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We are receiving new interest in Hall rental. Baby Showers and a Birthday party have been confirmed. We charge a \$40 non-refundable deposit for use of kitchen and trash services and a \$100 flat fee to Non-Park Hill residents. Residents can reserve the hall for free, and the \$40 deposit will be refunded if the hall is returned in good condition.

There are several health and safety activities planned this winter. A Stretch and Strengthen Class will be offered to residents at no cost. The class will be catered to the participants and is intended to ward off the sedentary lifestyle that threatens many of us in the winter months. CL&P presented a Storm Preparedness class on January 13th. It was very well attended.

Property Matters

There are three vacant units actively in turnover. We have pulled names from our waiting list and anticipate leasing these units in February and March.

Respectfully Submitted,

Marisa Prior for Sandra Desrosiers