

**EAST WINDSOR HOUSING AUTHORITY SPECIAL MEETING  
MARCH 17, 2014 MINUTES**

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**1. CALL TO ORDER AND ATTENDANCE**

The Special Meeting of the Commissioners of the Housing Authority of East Windsor was called to order at 7:00 p.m. by Chairman Burnham. Present were Commissioners DeSousa, Burnham, and Simmons. Absent was Commissioner LeBorious.

**2. ADDED AGENDA ITEMS**

Letter from J. DiMauro to be added as item 8E

Phone call to Commissioner Legassie from E. Lane to be added as item 8F

**3. MEETING MINUTES:**

The minutes of the Regular Meeting of February 18, 2014 were reviewed by all commissioners present. A motion was made by Commissioner DeSousa, seconded by Commissioner Simmons to accept the minutes as presented. The motion passed. In favor P. Legassie, M. DeSousa, J. Burnham, and M. Simmons  
Opposed - None

**4. FINANCIAL REPORTS**

Motion made by Commissioner Simmons to pay off the John Deere bill 2<sup>nd</sup> by Commissioner Legassie. Motion carried

Motion made to acknowledge financials, motion carried.

**5. REPORT OF THE FIRST SELECTMAN – None**

**6. REPORT OF THE TENANT ASSOCIATION BOARD – C. Mills**

Hereto attached as Exhibit A.

**7. PUBLIC COMMENTS – None**

**8. LEGISLATIVE BILLS AND COMMUNICATIONS**

A. NAHRO Monitor

B. E-Mail CONN NAHRO Membership Luncheon

C. E-Mail CONN NAHRO February eNews

D. Journal of Housing & Community Development

E. Letter from J. DiMauro – Commissioner Legassie read an e-mail she received from J. DiMauro. Commissioner DeSousa requested that in the future all correspondences be forwarded to the chair.

F. Phone call from E. Lane – Commissioner Legassie received a call from Attorney Lane requesting a meeting with the Board on March 24, 2014 at 7:00pm.

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Commissioner Burnham requested that Executive Assistant Prior post a Special Meeting on March 24, 2014 at 7:00pm with E. Lane and to discuss the Executive Director position.

A member of the audience asked if he and his attorney could attend that meeting. Commissioner Burnham let Gary know he could not speak as it was not Public Comments portion of the meeting.

**9. REPORT OF THE EXECUTIVE DIRECTOR – M. Prior**

Hereto attached as Exhibit B.

**10. POLICIES AND PROCEDURES -**

Commissioner Burnham commented “What Constitutes a Meeting”. What I know is whenever three of us get together it constitutes a meeting.

Commissioner DeSousa feels we should err on the side of caution and call a meeting.

Commissioner Legassie distributed packets regarding Freedom of Information to the board members

Commissioner Simmons stated there are certain criteria for holding an executive session.

Commissioner Legassie distributed copies of paperwork regarding congregational housing.

Commissioner DeSousa made motion to go out of order on the agenda and move 12. Old Business before 11. New Business 2<sup>nd</sup> by Commissioner Simmons. Motion carried

**12. OLD BUSINESS**

A. Curtains for the Community Hall – Commissioner Legassie presented to the Board two quotes for vertical blinds for all the windows in the community hall. Prices were discussed. Commissioner Legassie made motion to hire Home Depot to order and install vertical blinds for the fee of \$1100.00 with reimbursement of the \$50.00 deposit made by Commissioner Legassie. Motion was 2<sup>nd</sup> by Commissioner Simmons. In favor P. Legassie, M. DeSousa, J. Burnham, and M. Simmons Opposed - None

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B. East Coast Interiors – Mentioned in the Report of the Executive Director

C. Executive Director Position – May be discussed in Executive Session at the pleasure of the Commission – Commissioner DeSousa made motion to postpone to March 24, 2014 2<sup>nd</sup> by Commissioner Simmons. In favor P. Legassie, M. DeSousa, J. Burnham, and M. Simmons Opposed - None

**11. NEW BUSINESS**

A. Report of the RSC - Hereto attached as Exhibit C.

B. Personnel – May be discussed in Executive Session at the pleasure of the Commission -

A motion was made by Commissioner Burnham to go into Executive Session and to invite Executive Assistant Prior. Commissioner Simmons seconded and the motion was duly approved. The Commissioners went into Executive Session at 8:10pm. Motion to come out of executive session duly made and approved at 8:15 p.m. No decisions were made while in executive session.

**ADJOURNMENT**

Motion made to adjourn by Commissioner Simmons at 8:16p.m. Seconded by Commissioner Legassie – Motion carried

Respectfully submitted,

Marisa Prior  
Recording Secretary

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Exhibit A

MARCH 17, 2014

OUR LAST TENANT ASSOCIATION MEETING GAVE US THE OPPORTUNITY TO CORRECT SOMETHING THAT HAPPENED AT THE LAST HOUSING AUTHORITY BOARD MEETING. AT THE LAST BOARD MEETING OUR MAINTENANCE CREW WAS CRITICIZED FOR NOT CLEARING THE SNOW. THEY WORKED ALL DAY AND CLEARED THE SIDEWALKS. IT WAS STILL SNOWING HEAVILY AT 3PM. THE PARKING LOTS WERE ALL CLEARED THE NEXT MORNING. AS WE ALL KNEW THEY WOULD BE. OUR MAINTENANCE CREW IS THE BEST AND THEY CARE FOR US AS MUCH AS WE CARE FOR THEM. IT WAS SUGGESTED THAT WE SHOULD DO SOMETHING TO SHOW OUR APPRECIATION FOR THEIR HARD WORK. A WEEK AGO THURSDAY WE HAD A POT LUCK LUNCHEON FOR ALL ~~THAT~~ <sup>WHO</sup> HELPED TO REMOVE THE SNOW. A FEW MORE RESIDENTS HAD HELPED WITH THE SNOW REMOVAL. THEY WERE INCLUDED IN THE THANK-YOU ALSO. A GREAT TIME WAS HAD BY ALL. WE ARE A CARING COMMUNITY AND WE TAKE EVERY OPPORTUNITY TO EXPRESS IT. HERE IS AN EXAMPLE OF OUR CARING (READ NATALIE'S NOTE TO MIKE). IT IS MY OPINION THAT THE MAJORITY OF OUR TENANTS FEEL THE SAME.

FINALLY FOR THE FIRST TIME THE TENANT ASSOCIATION AND THE EWHA OFFICE CAME TOGETHER AND HOSTED A ST. PATRICK'S DAY DINNER. THE FOOD WAS DELICIOUS. MR. SIMMONS ATTENDED. WE HOPE HE HAD A GOOD TIME. IT WAS WELL ATTENDED OVER 1/3 OF OUR TENANTS WERE THERE.

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**Exhibit B**

**EXECUTIVE DIRECTOR'S REPORT**  
**EWHA Commission Meeting**  
**March 2014**

**EWHA**

The position posting of Executive Director was submitted to NERC Nahro, CONN Nahro, the Town of East Windsor, CCM, and was put in the Journal Inquirer and the Reminder News.

Board of Commission Meeting Dates – I would like to correct the November and December meeting dates from the 2<sup>nd</sup> Monday to the 3<sup>rd</sup> Monday. That would be a change from Nov. 10<sup>th</sup> to Nov. 17 and Dec. 8<sup>th</sup> to Dec. 15<sup>th</sup>.

**Park Hill**

**Operations Matters**

The court dates have been set for the eviction of G.T., March 31<sup>st</sup> and April 1<sup>st</sup>.

I emailed Marc Needleman regarding East Coast Interiors and am still waiting to hear back from him.

I am waiting on a response from D. Menard regarding the draft for PILOT Agreement.

I distributed a March Calendar, (which is attached to this report) and I continue to receive positive feedback.

Apartment inspections started on March 4<sup>th</sup> and are scheduled to be completed on March 26<sup>th</sup>. Darrell and Mike are scheduled to do 6 inspections a day.

**Resident Matters**

The ACH (direct payment of rent) will be underway effective July for the new fiscal year. I have been working on getting a user-friendly form and

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just found one. I will have interested tenants that have completed their recertification's start filling them out.

Property Matters

There are four vacant units actively in turnover. We have 23 people on the waiting list. We have pulled names from our waiting list and anticipate leasing two of these units in March and the other two in April.

Maintenance Matters:

Ray Mack from CL&P has been out to do an on-site evaluation of the exterior lights in the common areas. CL&P will provide the lights and the installation. CL&P is also looking into providing high efficiency replacement lighting of all the exterior lights adjacent to each apartment and upgrading the lighting in the apartments as well.

Respectfully Submitted,

Marisa Prior

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**Exhibit C**

Resident Services Coordinator Report

February 2014

Despite the bitter cold weather and numerous snow storms that we experienced during the month of February, tenants utilized all of the scheduled programs and services available to them.

Programs included the weekly coffee social, averaging approximately between nine to fifteen tenants who participate each week. The weekly bingo program averaged between seven to ten tenants participating during the month of February. I set up and assisted with the monthly free Health Screenings. This program allows residents to track and monitor their blood pressure and blood sugar. Six tenants took part in the free blood pressure screening, while three residents took part in the free blood sugar screening. One referral was provided to our Ask the Nurse program. These community health programs are provided by the Visiting Nurse and Health Services of CT, free of charge, and open to all Park Hill Residents.

With Sandra Desrosiers departure, I was assigned the service coordination of the Hairdressing Program being offered throughout the year to Park Hill residents free of charge. During this month, twelve residents were provided with a shampoo and haircut. The residents are very appreciative of the cost savings to them that enables them to extend their personal savings. I have scheduled and secured the next hair service date for the month of April.

With the cooperation of the East Windsor Human Services office, we were able to offer Park Hill resident's assistance with their Energy applications using the community hall as an intake site. This was held on February 21, 2014. This service has absent for the past several years and it was a welcome return of this community service. Residents were pleased to see this service restored.

During the month of February I met with representatives from two community service organizations; Comfort Keepers (Services for in-home care) and Well Care, a Medicare benefits consultant. They provided current brochures and information for future reference and referrals.

Resident Services Report Month of February 2014

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Each month I obtained and post informational flyers to the community bulletin board for the tenant's perusal. This assists and enables residents to keep up to date with pertinent information.

Nineteen letters for the local food pantry were requested and issued during the month of February by this office. This is a notable increase for this request of seven letters requested from the previous year at this time.

Five letters for rent verification were requested and provided for the purposes of eligibility documentation required for the Energy Assistance Program.

Three letters for the State Department of Social Services SNAP program were requested for the purposes of verifying residency were requested and provided by this office.

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Six tenant evaluations were conducted during the month of February for the purposes of updating contact information and monitoring the delivery of support services that each tenant may be utilizing.

I have been assisting a tenant who has presented with increased difficulty in managing her daily affairs.

In the absence of an Executive Director, I have been assisting Marisa with the answering phones and with work assigned.

Respectfully,

Laura J. Clynch

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