

**EAST WINDSOR HOUSING AUTHORITY SPECIAL MEETING  
NOVEMBER 10, 2015 MINUTES**

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**1. CALL TO ORDER AND ATTENDANCE**

The meeting was called to order at 7:00 p.m. by Chairman Burnham, Commissioners Chamenko, Calsetta, LeBorious, and DeSousa were present along with Executive Director Linda Collins.

**2. PUBLIC COMMENT – None**

**3. D. Menard – 7 Acres**

First Selectman Menard was not able to attend the meeting. Executive Director Linda Collins presented the board with a proposed deed from the town for the 7 acres which was reviewed. Commissioner DeSousa made motion to accept the Declaration of and the Statutory Form Quit Claim Deed and to have the Executive Director take the necessary steps to move forward. Motion seconded by Commissioner Calsetta. All in favor – Motion passed.

**4. POLICIES AND PROCEDURE**

The commissioners reviewed the Personnel Policy. Several suggestions for change were made. Discussion and review will continue at the December 15, 2015 Special Meeting.

**5. Executive Session**

Motion to go into Executive Session at 8:26pm to include Executive Director Collins and Executive Assistant Prior duly made and approved.

Motion to recess at 8:27pm duly made and approved.

Motion made to resume at 8:35pm duly made and approved.

Motion to come out of Executive Session at 9:15pm duly made and approved.

**A. Pending Litigation**

No action was taken while in executive session.

**ADJOURNMENT**

Motion to adjourn at 9:16pm duly made and approved.

Respectfully submitted,

Marisa Prior  
Recording Secretary