

EAST WINDSOR HOUSING AUTHORITY
REGULAR MEETING - MARCH 21, 2011
MINUTES

CALL TO ORDER AND ATTENDANCE

The meeting was called to order at 7:00 p.m. by Chairman Boutin. Commissioners Lamb and Percoski were present. Commissioners LaMay and Legassie were not in attendance

ADDED AGENDA ITEMS

There were no Added Agenda Items

MEETING MINUTES OF:

Regular Meeting – February 15, 2011

The minutes of the regular meeting of February 15, 2011 were reviewed by all commissioners present. A motion was made by Commissioner Percoski, seconded by Commissioner Lamb to accept the minutes of the special meeting of February 15, 2011 as presented.

Percoski/Lamb

Unanimous

PUBLIC COMMENTS

Cindy Thibodeau, Apt 9 questioned the board on a variety of subjects including:

Park Hill Tag Sale which is scheduled for May 14th.

They need a new lock on their back door

Energy efficient lights – the EWHA is working on this and when any additional information is forthcoming the tenants will be notified

Wanted to know if something could be done about the amount of water pouring out of their downspout when it rains – what can be done?

Karen Boutin also reported that she has secured funding from Rockville Bank. This money will be used to purchase two (2) picnic tables through Home Depot.

BILLS AND COMMUNICATIONS

Check Register – February 10 – March 16, 2011

The check register for February 10 – March 16, 2011 was reviewed by all Commissioners present and all questions answered. A motion was made by Commissioner Lamb, seconded by Commissioner Percoski to accept the check register of February 10 – March 16, 2011 as presented.

Lamb/Percoski

Unanimous

Bank Reconciliation – February, 2011

The Bank Reconciliation of January, 2011 was reviewed by all Commissioners present and all questions answered.

REPORTS OF THE EXECUTIVE DIRECTOR/RESIDENTS SERVICE COORDINATOR

The past month has been a busy one cleaning up from the recent storms. Damage on the property, such as broken benches, gutters and water damage has been reported to the insurance provider and we are awaiting a decision on our claims, so that the repairs can be made.

Of particular concern, are the exterior light fixtures that cracked, due to the melting ice from the gutters. New replacement fixtures have been ordered and will be delivered and installed in the near future. The new fixtures are safer and will not crack. Examples of the new fixtures can be seen on units 10 and 18. The new fixtures are egg shaped, and so the apartment numbers will not be affixed to them, as in the old ones. New apartment numbers will be installed on the buildings.

The Housing Authority was pre-approved for energy improvements through the WRAP program, and a heating audit was done on March 15th. At the writing of this report, we are pending a decision as to what measures we will be offered through this program. We are hopeful that our project will be approved for new ductless heat/cool pumps. These pumps will provide a supplemental electric heating source for our apartments, as well as replace the need for our current wall unit air conditioners. Additionally, we may be able to get replacement windows and added attic insulation.

I have also submitted a complete proposal for the 2011 Small Cities Block Grant through the Town of East Windsor. Since last year, we have done considerable work with our architect, to complete plans and specifications for new roofs, windows, doors and gutters. As part of this proposal, we completed an environmental and hazardous material study, which were done by a local engineering firm. These were required by the

State, as part of our grant proposal. I would like to thank all of the residents for the patience and hospitality that they extended to all of these workers while they accomplished their tasks. I am very please to report that the Town has scheduled a Public Hearing set for Tuesday, April 19th at 7:00 p.m. at the Town Hall to announce our project to the community. I would encourage our residents to attend this hearing, to show your support for the project. I would also like to remind tenants, that if they have not yet written a letter of support, it is not too late. I am still accepting the letters. They do not need to be fancy, and they can be hand written. Please be sure to mention the problems you have experienced, for example your high electric bills due to energy inefficiency, drafty doors and windows, windows with condensation and related concerns. Thank you to all of the residents who have already written support letters.

RESIDENT SERVICES COORDINATOR

During the months of February and March the following things have been accomplished:

Made up welcome folders for new Park Hill residents, contacted the Senior Center and had them drop off information packets to be included with our welcome folders.

Worked on the March newsletter and organized a St. Patrick's Day luncheon which unfortunately had to be cancelled due to lack of interest; also redid the bulletin board for St. Patrick 's Day and then spring.

New ConnPace forms have been ordered for the residents at Park Hill. Along those lines, numerous phone calls have been made to social service agencies and congregate housing facilities to gather information on housing and to assist residents with various difficulties.

Have met with several residents regarding applications for Medicare, Life Line, SNAP application and helped procure a replacement Social Security card for a resident. There were also several requests for Map Quest information to aid in the rent re-determination.

Did a follow up visit on safety equipment installed for one resident and established contact with a family member to monitor the resident with the new equipment.

Met with a CCCI social worker to asses an apartment for one of the residents and to make arrangements for a cleaning service to remove the clutter from the apartment.

I enjoyed working with the residents at Park Hill this past month and feel like I'm making new friends with each one I meet. I am learning names and taking the time to establish a rapport with them. Sometimes

it's just taking time to listen that is most important. I look forward to the warmer weather and some outdoor activities.

COMMISSION MEMBERS

Nothing from the commission members.

REPORTS OF COMMITTEES

There were no reports of committees

POLICIES AND PROCEDURES

There were no new Policies and Procedures

UNFINISHED BUSINESS

- a) Small cities grant

There will be a public hearing on Tuesday, April 19th at 7:00 p.m. at the East Windsor Town Hall to discuss this.

NEW BUSINESS

PUBLIC OPINION

There were no public comments.

EXECUTIVE SESSION

- a) **Tenant Matters/Security Issues**
- b) **Land Acquisition**
- c) **Pending Legal Matters**
- d) **Policies and Procedures**

A motion was made by Commissioner Percoski, seconded by Commissioner Lamb to go into Executive Session at 7:26 p.m. to include the Executive Director, Jennifer DiMauro, and the Executive Assistant, Darlene Kelly as needed.

Percoski/Lamb

Unanimous

A motion was made by Commissioner Percoski, seconded by Commissioner Lamb to come out of Executive Session at 8:45 p.m.

Percoski/Lamb

Unanimous

ACTION TAKEN:

A motion was made by Commissioner Percoski, seconded by Commissioner Lamb to accept Policy 11-0001, Affirmative Fair Housing Policy Statement and Fair Marketing Plan with the recommended changes and to make it a permanent policy.

Percoski/Lamb

Unanimous

A motion was made by Commissioner Percoski, seconded by Commissioner Lamb to accept Policy 11-0003 ADA Notice with the recommended changes and to make it a permanent policy.

Percoski/Lamb

Unanimous

A motion was made by Commissioner Percoski, seconded by Commissioner Lamb to accept Policy 11-0004 Grievance Procedure with the recommended changes and to make it a permanent policy.

Percoski/Lamb

Unanimous

A motion was made by Commissioner Percoski, seconded by Commissioner Lamb to accept Policy 11-0005 Emergency Call Out Compensation with the recommended changes and to make it a permanent policy.

Percoski/Lamb

Unanimous

ADJOURNMENT

A motion was made by Commissioner Percoski, seconded by Commissioner Lamb to adjourn the regular meeting of the East Windsor Housing Authority at 8:55 p.m.

Percoski/Lamb

Unanimous

Respectfully submitted,

Darlene H. Kelly
Recording Secretary

