

**EAST WINDSOR HOUSING AUTHORITY
REGULAR MEETING – OCTOBER 18, 2010
MINUTES**

CALL TO ORDER AND ATTENDANCE

The meeting was called to order at 7:00 p.m. by Chairman Boutin. Commissioners Lamb, LaMay, Legassie and Percoski were present, as well as Richard Pippin our liaison to the Board of Selectman.

ADDED AGENDA ITEMS

Under Policies and Procedures:

- Policy 10-0016 Wax for floors
- Policy 10-0025 Blood Borne Pathogens/Body Fluids
- Policy 10-0026 Drivers License/Car Registration change
- Policy 10-0027 Reasonable Accommodation – Assistance, Support or Therapy Animal
- Policy 10-0028 Overnight Visitors

MEETING MINUTES OF:

Regular Meeting – September 20, 2010

The minutes of the regular meeting of September 20, 2010 were reviewed by all Commissioners present. A motion was made by Commissioner LaMay, seconded by Commissioner Percoski to accept the minutes of September 20, 2010 as presented.

LaMay/Percoski Unanimous

Special Meeting – September 27, 2010

The minutes of the Special Meeting of September 27, 2010 were reviewed by all Commissioners present. A motion was made by Commissioner Percoski, seconded by Commissioner LaMay to accept the minutes of the Special Meeting of September 27, 2010 as presented.

Percoski/LaMay Unanimous

PUBLIC COMMENTS

Chairman Boutin took this opportunity to speak to those present regarding saving their cancelled postage stamps to be given to the Lion's Club who in turn will give them to the VA hospital to help with the rehabilitation of the soldiers returning home. The stamps can either be dropped off at the office or given to Karen

Boutin directly.

BILLS AND COMMUNICATIONS

Check Register – September 22 – October 13, 2010

The check register for September 22 – October 13, 2010 was reviewed by all Commissioners present and all questions answered. A motion was made by Commissioner Percoski, seconded by Commissioner Lamb to accept the check register of September 22 – October 13, 2010 as presented.

Percoski/Lamb

Unanimous

Bank Reconciliation - September, 2010

The Bank Reconciliation of September, 2010 was reviewed by all Commissioners present and all questions answered.

REPORTS OF THE EXECUTIVE DIRECTOR

The Housing Authority received delivery of fifteen new refrigerators during the month of September. We expect to receive additional new refrigerators some time in the early spring.

A realignment of the parking spaces on the lower level has been completed. This area was realigned due to the high number of tenants on the lower level that have handicapped parking permits. The spaces have been numbered and assigned, in accordance with tenant's seniority, or the number of years they have resided at Park Hill. New signage is being installed to mark the spaces. We have also allowed for two extra handicapped spaces for members of the general public, who use our building or visit the office. We ask that tenants who stop at the office use these diagonal spaces to park. Visitors may also use this area.

The Housing Authority plans to resubmit the proposal, prepared last year for the Small Cities grant through the Town of East Windsor. The proposal includes energy improvements such as replacement roofs, new doors, windows and gutter systems. If approved the work would commence approximately one (1) year from now. The Housing Authority has already replaced two roofs, and is in the process of plans to replace one more before the winter season. Staff will also begin the process of weather-stripping doors prior to the cold season, to help eliminate some of the drafts and the high electric bills that our residents have been suffering with.

Plans are being made to once again provide interested and eligible residents with a free Thanksgiving basket, provided through the Food Shelf. The food will be picked up at the Food Shelf and brought here to the Community Hall for our residents. A date will be announced in the November newsletter and interested residents can call the office.

The Housing Authority continues to accept appointments for this year's CT Energy Assistance Program. We encourage all residents to apply to help reduce the cost of their electric bills.

Another Air Force Work Day has been scheduled for Saturday, November 13th. Recruits from the Manchester office will be here all day, to perform volunteer community service work, including painting apartments, cleaning the community hall as well as some out door work. We welcome the residents to come down to the hall at 8:00 a.m. to welcome the residents.

COMMISSION MEMBERS

Nothing from the commission members.

REPORTS OF COMMITTEES

There were no reports of committees

POLICIES AND PROCEDURES

Policy 10-0005 Complaint Procedure

This policy was reviewed by all commissioners present. The Chairman and approved. A motion was made by Commissioner LaMay, seconded by Commissioner Lamb to accept Policy 10-0005 and make it a permanent policy.

LaMay/Lamb Unanimous

Policy 10-0010 Tenant Selection

This policy was reviewed by all commissioners present. A discussion was had among the commissioners present regarding this policy. A motion was made by Commissioner LaMay, seconded by Commissioner Lamb to table any further discussion on this policy until the next scheduled meeting.

LaMay/Lamb Unanimous

Policy 10-0016 Wax for Floors

This policy was reviewed by all commissioners present. A change to this policy was suggested by the Commissioners present. A motion was made by Commissioner Percoski, seconded by Commissioner LaMay to accept Policy 10-0016 with the suggested changes and make it permanent.

Percoski/LaMay Unanimous

Policy 10-0017 Storage Containers

This policy was reviewed by all commissioners present. A motion was made by Commissioner Legassie, seconded by Commissioner LaMay to accept Policy 10-0017 and to make it a permanent policy.

Legassie/LaMay

Unanimous

Policy 10-0023 Inventory

This policy was reviewed by all commissioners present. A motion was made by Commissioner LaMay, seconded by Commissioner Percoski to accept Policy 10-0023 and to make it permanent.

LaMay/Percoski

Unanimous

Policy 10-0025 Blood Borne Pathogens/Body Fluids

This policy was reviewed by all commissioners present. A motion was made by Commissioner LaMay, seconded by Commissioner Percoski to accept this policy and make it permanent.

LaMay/Percoski

Unanimous

Policy 10-0026 Drivers License/Car Registration Change

This policy was reviewed by all commissioners present and suggestions made to the wording of the policy. A motion was made by Commissioner Legassie, seconded by Commissioner Lamb to accept Policy 10-0026 with the suggested changes and to make it permanent.

Legassie/Lamb

Unanimous

Policy 10-0027 Reasonable Accommodation – Assistance, Support or Therapy Dog

This policy was reviewed by all commissioners present and all comments noted. A motion was made by Commissioner LaMay, seconded by Commissioner Lamb To table any further discussion on this policy until the next scheduled meeting.

LaMay/Lamb

Unanimous

Policy 10-0028 Overnight Visitors

This policy was reviewed by all commissioners made and changes suggested. A motion was made by Commissioner Legassie, seconded by Commissioner Lamb to accept this policy with the suggested changes and to make it permanent.

UNFINISHED BUSINESS

There was no Unfinished Business

NEW BUSINESS

- 1) Air Force Recruits

This was covered in the Report of the Executive Director.

PUBLIC OPINION

There were no public comments.

EXECUTIVE SESSION

- a) Tenant Matters/Security Issues
- b) Land Acquisition
- c) Pending Legal Matters

A motion was made by Commissioner Legassie, seconded by Commissioner Percoski to go into Executive Session at 7:45 p.m. to include the Executive Director, Jennifer DiMauro and the Executive Assistant, Darlene Kelly as needed.

Percoski/LaMay

Unanimous

A motion was made by Commissioner Percoski, seconded by Commissioner LaMay to come out of Executive Session at 8:55 p.m.

Percoski/LaMay

Unanimous

There was no action taken

ADJOURNMENT

A motion was made by Commissioner Percoski, seconded by Commissioner Lamb to adjourn the regular meeting of the East Windsor Housing Authority at 9:05 p.m.

Percoski/Lamb

Unanimous

Respectfully submitted,

Darlene H. Kelly
Recording Secretary