

**East Windsor Housing Authority  
Regular Meeting - October 15, 2012  
MINUTES**

**CALL TO ORDER AND ATTENDANCE**

The meeting was called to order at 4:10 p.m. by Chairman Slate. Commissioners Burns, Legassie and Percoski were in attendance along with the First Selectman Denise Menard, our liaison to the Board of Selectman, Jim Richards, and the East Windsor Housing Authority Legal Counsel. The following members of the East Windsor Housing Authority staff were also present, Jennifer DiMauro, Executive Director and Darlene Kelly, Executive Assistant.

**ADDED AGENDA ITEMS**

The following item was added:

Under Meeting Minutes of  
Special Meeting September 24, 2012

**MEETING MINUTES OF:**

**Regular Meeting - September 17, 2012**

The minutes of the regular meeting of September 17, 2012 were reviewed by all commissioners present. A motion was made by Commissioner Legassie, seconded by Commissioner Percoski to accept the minutes of the regular meeting of September 17, 2012 as presented.

Legassie/Percoski Unanimous

**Special Meeting - September 24, 2012**

The minutes of the Special Meeting of September 24, 2012 were reviewed by all Commissioners present. A motion was made by Commissioner Legassie, seconded by Commissioner Percoski to accept the minutes of the September 24, 2012 special meeting as presented.

Legassie/Percoski Legassie - Aye  
Percoski - Aye  
Burns - abstention

**BILLS AND COMMUNICATIONS**

**Check Register - September 13 - October 10, 2012**

The Check register for September 13 - October 10, 2012 was reviewed by all Commissioners present and all questions answered. A motion was made by Commissioner Percoski, seconded by Commissioner Legassie to accept the check register of September 13 - October 10, 2012 as presented.

## REPORTS OF THE EXECUTIVE DIRECTOR

Our annual picnic was held on September 21<sup>st</sup>, with over forty residents in attendance. Residents enjoyed a catered barbecue, horse and carriage rides provided to us by Jim and Becky Stremper, country western entertainment, games and prizes.

The new doorway installation is well underway, including the repairs to the thresholds in the older units. We anticipate having the exterior project completed by mid-November. Work on the conversion of a second apartment, for wheelchair accessibility will soon begin, followed by the installation of the power assist doors for the community hall. The hall is badly in need of accessible doors, due to the larger number of residents who are using electric scooters and wheelchairs to get around.

The interior walls of the apartment are in the process of being repaired, where we removed the old air conditioners. This is a timely process, as some walls require more compounding and sanding than others.

The paving work has been moved to this week and the town has informed us that they cannot pinpoint the exact date. The staff will inform residents as soon as we have been provided with a date. We will do everything that we can to assist our residents, including moving your car if you need help. If you have home health aid staff or other visitors coming, we will make every effort that we can to get them through to your apartment. The mail service will also continue unhindered. Once the paving is complete, the lines will be repainted. All of our handicapped residents will have designated parking stalls, in compliance with state code. Due to the relining of all of the spaces, the total number of the spaces has been reduced. This is due to the addition of the total number of handicapped stalls, and three new van accessible stalls to accompany the apartments that are specified for wheelchair residents. Residents with handicapped permits should now all have a designated parking space and eventually each one will have a new reserved handicapped parking sign. Curb stops have been added to the handicapped stalls directly in front of our community hall for safety. Curbs throughout the complex are now painted yellow for better visibility for elderly and disabled. The lower level parking lot was not done, but plans are being made to improve this area in the spring of next year.

Two new trash containers have also been added to the lower level parking area, to improve accessibility for the residents in units one through 18. In the past, these residents had to walk or drive all the way over to the other two sets of containers to dispose of their trash. The Authority is looking into pricing for dumpster enclosures around all dumpsters to improve appearance and to reduce dumping from outside sources.

Two new security cameras have been installed at the entrances to the community building. Plans are underway for additional cameras to be added to the other common areas of the complex, including the maintenance garage, laundry rooms and dumpster areas.

Air Force Work day was held on Friday, October 12<sup>th</sup> and many projects were accomplished on the property, including plantings around our sign, dead trees and shrubs were removed from resident's yards, painting was done at the pavilion. Subway donated a portion of the food that we provided for lunch. Approximately twenty recruits and their leaders took part in the annual event.

The heating/cooling condensers have been cleaned outside most of the apartments. As we change the units over to heating from the cooling mode, we want to remind residents to call the office, if they have any questions about the correct operation of these units as we change over to heating. Residents are reminded that the heat pumps are considered to be a supplemental form of heating. When the temperature drops below freezing, it is important to remember that both heating sources may be needed for adequate comfort. Residents are advised to adjust their original thermostats at 10 degrees below the reading on their heat pump remote control. This will ensure that, if for any reason, the heat pump goes off, the baseboard electric heat will kick on.

This coming week, our landscaper will begin to bag the leaves that have fallen. Picnic tables will soon be picked up and stored for the winter months.

## **REPORTS OF COMMITTEES**

There were no reports of committees

## **POLICIES AND PROCEDURES**

There were no new Policies and Procedures

## **UNFINISHED BUSINESS**

There was no Unfinished Business

## **NEW BUSINESS**

- a) Thanksgiving Baskets to Park Hill residents  
Elizabeth Burns - discussion of procedures for Town of East Windsor distribution of baskets (requirements, forms, etc)  
Jennifer DiMauro - discussion of plans for distribution of turkeys to Park Hill residents.

As Commissioner Burns was the first one to speak on this subject, she opened the discussion by requesting that if she was to be placed on the agenda that she be given advance notice rather than waiting until she received the packet for the meeting the Friday before the scheduled meeting. Jennifer DiMauro responded that she had advised Chairman Slate to ask Ms. Burns to come

prepared for the meeting with her Holiday Plan report. She then read to the people in attendance the following letter which was written to her by the Executive Director, Jennifer DiMauro:

“I received your notice of the organizational meeting scheduled for October 15, 2012. While I appreciate that you have included me this year in the preliminary planning, I find that the date chosen is a little too late to afford me time to plan for our residents.

At the writing of this letter, we have already made our own arrangements to supply Park Hill residents with turkeys and baskets. Our program, will serve any interested resident of our state low-income housing complex, Park Hill. Established residency in public housing automatically qualifies our residents to receive assistance without filling out income and assistance forms. Our residents, who are elderly or disabled, or both will not have to wait in line at the Food Shelf, but rather will receive a delivery directly to their apartments.

As always, once your program information is available, we will distribute it to our residents, so that they will have a choice of the program they would like. At this point, in order to include your basket information in our November newsletter, we would need it by our deadline which is October 15<sup>th</sup> by 2:00 p.m.

Once our program registration closes on November 6<sup>th</sup>, I will provide you with a list of our registrants to avoid duplication. As we both know, there will always be those that try to “double dip”. Thank you for your cooperation and understanding.”

After Ms. Burns read the letter she went on to state that with regards to the distribution of Thanksgiving Baskets to the residents of Park Hill no other entities will be handling the baskets for Park Hill residents.

Jennifer responded to this by stating that if she had waited until the meeting on the 15<sup>th</sup> there would no have been enough time to get notices out to all of our residents as we need to notify Food Share of our final count by November 5<sup>th</sup>.

A general discussion regarding this matter followed between Ms. Burns and Ms. DiMauro wherein Ms. Burns stated that Human Services is a clearing site for the residents. Ms. Burns also stated that there were two (2) places in Town doing Thanksgiving dinners and they are the German Club on Thanksgiving Day and Pauline’s Stock Pot kitchen the day after Thanksgiving.

Ms. DiMauro thanked Ms. Burns for the information on the Thanksgiving dinners and stated that as of this date 26 residents had signed off to receive their baskets through Park Hill and that all residents needed to notify the office by November 6<sup>th</sup>. Ms. Burns ended the discussion by informing all in attendance as well as the Board members that Human Services will not be helping Park Hill residents this Thanksgiving.

## **PUBLIC COMMENTS**

Cherie Martyn, Apt. 84, stated that all residents had been given a choice between getting their Thanksgiving Baskets from Park Hill or Human Services and that it was up to the individual resident.

Ethel Lee, Apt. 45, questioned whether there would be a hook and eye on the new screen doors. The answer to this was yes.

Marilyn Nicholson, Apt. 34, commented on the fact that the door replacement was way behind schedule. Jennifer responded to this by saying that she was aware that we were behind schedule and that she would be contacting Imperial to try and get more workers out here to finish up sooner than anticipated.

Mark Nicholson, Apt. 34 wanted to know when handicapped parking had been assigned and if he could keep his “normal” parking space. The answer to this is yes he would be able to keep his “normal” space and that it would be designated as handicapped.

Alice Samson, apt. 4, commented on the fact that she had been picking up an awful lot of cigarette butts and she thought it was awful the way they were being tossed on the ground. She also stated that she did not know whether or not it was the workers or visitors, but that she would continue to pick them up.

George Eigabroadt, Apt. 58, thanked Jennifer and the Board of Commissioners for helping out with a special request.

Ms. Menard was questioned as to where Emergency Management for the Town of East Windsor was at this point in time; she responded by telling all that Chief DeMarco, Assistant Chief Hart and Maria Diana, Assistant to the Chief, were the chief members of the Emergency Management Team; that there had been a drill which simulated various disasters including storms which took out all utilities. She assured everyone in attendance that the Town was better prepared than they were last year when “Alfred” hit; that there was a new generator at the Town Hall; and that the three (3) emergency shelters for the Town of East Windsor would be the East Windsor High School as the primary shelter due to shower and cooking facilities, secondary emergency shelter would be the Scout Hall and the Middle School in Broad Brook would be the 3<sup>rd</sup> one.

Marilyn Nicholson, Apt. 34, questioned whether our community hall would be opened to the residents in the case of another long term power outage. The response from Ms. DiMauro was that the Community Hall would be opened for a short period of time but that it would be impossible to house as many people for as many days as we did last year in the aftermath of Storm Alfred. Chairman Slate then asked if there were any more comments to make, being none he thanked everyone for their participation.

## **EXECUTIVE SESSION**

Pursuant to CGS Section 1-200(6) Litigation

A motion was made by Commissioner Legassie second by Commissioner Burns to go into Executive Session at 4:55 p.m. to include the Executive Director, Executive Assistant and Legal Counsel for the Housing Authority.

Legassie/Burns

Unanimous

When the Board of Commissioners, the Executive Director, Executive Assistant and Legal Counsel moved to the conference room for the purposes of the Executive Session/Grievance Hearing; the Chairman announced that all people who were not members of the Board of Commissioners needed to leave, and that the Board of Commissioners alone would hear the grievance which was in direct violation of the East Windsor Housing Authority Grievance Policy. Ms. DiMauro, Ms. Kelly and Atty. Lane left the conference room.

As we were not present for the Grievance Hearing, I have no knowledge of any action being taken or when the meeting was adjourned.

Respectfully submitted,

Darlene H. Kelly  
Recording Secretary  
East Windsor Housing Authority  
Board of Commissioners