

**East Windsor Housing Authority  
Special Meeting - December 17, 2012  
MINUTES**

**CALL TO ORDER AND ATTENDANCE**

The meeting was called to order at 4:30 p.m. by Chairman Pauline Legassie. Commissioners Elizabeth Burns, Marie DeSousa and Beverly Percoski were in attendance. The following members of the East Windsor Housing Authority staff were also present, Jennifer DiMauro, Executive Director and Darlene Kelly, Executive Assistant.

Before the meeting started, Chairman Legassie asked for a moment of silence in honor of the victims of the Sandy Hook tragedy.

**ADDED AGENDA ITEMS**

There were no added agenda items

**PUBLIC COMMENTS**

Before the public comments began, Chairman Legassie asked that the comments be directed to the Board members only and one person at a time.

**Antoinette Wysocki, Apt. 13**

Ms. Wysocki said that the Christmas party on Friday was one of the best she had attended at Park Hill.

**Carmela Mills, Apt. 22**

Ms. Mills questioned Commissioner DeSousa as to when she resigned from the Board of Finance and why.

Commissioner DeSousa asked Chairman Legassie if she could respond to the question - she was told by all means.

Commissioner DeSousa responded to Ms. Mills by stating that she sat on the Board of Finance and that she had also served on several sub-committees including the Volunteer Incentive Program and while on the Board of Finance she was asked to become a member of our board. Commissioner DeSousa also stated that as she is planning on retiring from the Department of Corrections she will be able to give her time in Public Service. When she was called to sit on the Housing Authority, she notified the Board of Finance first and the additional committees second, was appointed by the Board of Selectman and sworn in just before the November meeting which had been cancelled - everything was done according to law. Commissioner DeSousa also said that she was looking forward to getting acquainted with everyone at Park Hill, she knows that there have been some changes at Park Hill and that with her experience on the Board of Finance she felt that she would be able to assist us

in the obtaining of Grant monies and any other dollars that may be available from the State of Connecticut.

Commissioner DeSousa went on further to state that she hoped everyone would be able to start fresh and move forward on to what is in the best interest of the Housing Authority.

Ms. Mills then asked Commissioner DeSousa why she wanted to be on the Housing Authority Board and Commissioner DeSousa explained that when there is an opening on any Board or Commission, the opening is brought before the appropriate Town Committee to see if anyone is interested and since her situation had changed she volunteered to be on our Board and is looking forward to going ahead and finding out how the Housing Authority works.

**Sharleen Craft, Apt. 57**

Ms. Craft started off by saying that with her old doors when her arms were full of packages she could open the doors with her elbows but now she needs to use her hands, and wanted to know if something could be done about the doors.

The Executive Director, Jennifer DiMauro responded that additional work is still being done on the doors and that they can be adjusted. She will look into this issue and will notify Ms. Craft as to when the adjustments will be made.

**Jeanne Swicklas, Apt. 20**

Ms. Swicklas stated that the ramp that had been filled in with dirt in the front and back of her apartment has sunk down and is making it very difficult for her to cone out of the apartment using either her electric chair or walker. The Executive Director, Jennifer DiMauro, responded to Ms. Swicklas and said that she would take a closer look at it and if any adjustments needed to be made, they would be done.

**Cherie Martyn, Apt. 84**

Ms. Martyn expressed to the board that the Christmas party this year was one of the nicest ones she had been to.

**Viola Andrews, Apt. 25**

Ms. Andrews said that there was a problem with the shopping carts left for the residents use. She stated that some of the residents were keeping the shopping carts in front of their apartments, some of them full of trash, and when needed there are none left for other residents to use. Ms. DiMauro said she would look into the issue.

**Cherie Martyn, Apt. 84**

Ms. Martyn questioned whether or not there were any long range plans to expand the laundry rooms. Ms. DiMauro responded that she could look into the

matter and possibly take a survey of the tenants with regard to the matter. Ms. DiMauro also said that she realized that there were some difficulties with the laundry room due to the home health aides needing to do laundry and being on a limited time - but that she hoped everyone would be cooperative with one another.

## **MEETING MINUTES OF:**

### **Special Meeting - November 27, 2012**

The minutes of the special meeting of November, 2012 were reviewed by all commissioners present.

A motion was made by Commissioner DeSousa, seconded by Commissioner Percoski for the minutes to be opened for discussion.

The following were the changes that Commissioner DeSousa has requested:

Page 8: Under Policies and Procedures

Ms. DeSousa wanted the minutes to read that the Policies and Procedures book could be scanned into the town web site.

Page 1: Ms. DeSousa also requested that first and last names of the commissioners be listed on the minutes.

As there was no further discussion of the minutes of the Special Meeting of November 27, 2012, a motion was made by Commissioner Percoski, seconded by Commissioner DeSousa to accept the minutes with the corrections.

Percoski/DeSousa

Burns - Aye

DeSousa - Aye

Percoski - Aye

## **BILLS AND COMMUNICATIONS**

### **Check Register - November 15 - December 12, 2012**

The Check register for November 15 - December 12, 2012 was reviewed by all Commissioners present and all questions answered.

Before a motion was made regarding the check detail, a discussion was held pertaining to the Pilot payment and when it would be forwarded to the Town. The Executive Director, Jennifer DiMauro, asked the Executive Assistant, Darlene Kelly to explain to the Board of Commissioners and the tenants present as to how the PILOT payment was calculated. Ms. DiMauro also reported that the PILOT is paid in two installments - July and January (just like property taxes).

Commissioner DeSousa also questioned Jennifer DiMauro as to whether there were any unpaid bills. The response from Ms. DiMauro was that all our bills were current.

The Executive Director, Jennifer DiMauro, was also asked to look into the Invoices from Aqua Pump for repairs to the water shut-offs which Ms. DiMauro said she would do.

A motion was made by Commissioner DeSousa, seconded by Commissioner Percoski to accept the check register of November 15 - December 12, 2012 as presented.

DeSousa/Percoski

Burns - Aye  
DeSousa - Aye  
Percoski - Aye

## **REPORTS OF THE EXECUTIVE DIRECTOR**

The major renovations to the property have been completed. Overall, the residents have indicated that they are pleased with the changes and the energy savings that they are experiencing with regard to their utility bill.

The remainder of the project will go out to bid, per Town procurement requirements, as the remaining costs are expected to be over \$25,000 for the two new power assist doors in the community hall and to convert one more double unit into a wheelchair accessible unit.

The part-time position for the Resident Services Coordinator has been filled and the new staff member will start on January 2<sup>nd</sup>. The position is 19 hours per week and is funded entirely through a grant from the Department of Economic and Community Development.

The Housing Authority held the annual Holiday Party for the residents on Friday, December 14<sup>th</sup> with over fifty (50) residents in attendance. This was an especially significant turn-out for the residents. A catered meal, entertainment, games and prizes were provided at no cost to the residents. This is one of the two large resident events that are sponsored by the Housing Authority each year. The Connecticut Housing Finance Authority, which oversees the management of state assisted elderly housing properties encourages these events that are offered at no cost for the residents.

Annual inspections to the apartments will resume once again beginning in January. Approximately thirty five more units are due for inspection.

I will wrap up this report with an expression of thanks and gratitude to the many residents who have come out to express their support of my efforts. I would like to respectfully ask the commissioners to continue to offer the residents the opportunity to speak at the onset of the public meetings, and not make them wait until the end of the meeting. Public participation comments, under the former commission were offered at both the onset and at the ending

of the meetings, to allow residents to share what is on their minds. I am concerned that during the past two meetings, the public participation agenda item was held to the end. Since the resident population at Park Hill is comprised of elderly or disabled persons, it would be appropriate to reasonably accommodate the residents and allow them to voice their concerns at the start of the meetings.

At the conclusion of the Executive Directors report, Commissioner DeSousa questioned who the new Resident Services Coordinator was. Ms. DiMauro responded with the name, Laura Clynych has been hired as the new Resident Services Coordinator.

Commissioner DeSousa also referenced the comment made in the report regarding the appropriateness of reasonably accommodating our resident population by allowing them to voice their concerns at the beginning of the meeting. Commissioner DeSousa stated that whenever the attorney for the Housing Authority was present to discuss a legal issue, an out of order would be called to minimize the expenses of the attorney. At this point, Ms. DiMauro pointed out to the board that the Attorney, Elliot Lane, had discounted one hour on his last billing statement.

Ms. DiMauro went on further to say that it seemed like there was a lot of questions regarding the way the Housing Authority funds are spent and what our procurement policy is. She told the board that if they had any questions about the procurement policy or anything else that they should feel free to call our Asset Manager at CHFA Mentor Amenti.

Commissioner DeSousa responded to this by stating that the only way to learn things was to ask questions.

Chairman Legassie then called to go to the next item on the Agenda; but because Commissioner Burns was in the process of asking a question, Commissioner DeSousa called point or order and asked that Commissioner Burns be allowed to speak. Ms. Burns questioned as to why the Commissioners did not have the total amount of the rents paid and if there was any additional income received by the Housing Authority. The Executive Director then asked the Executive Assistant, Darlene Kelly, what sources was the additional income received by the Housing Authority. Ms. Kelly's response was the monthly Management Fee from Winn Management, quarterly reimbursement from MacGray on the washers and dryers, the fee for the rental of the hall (from agencies within the Town of East Windsor, i.e. Garden Club and Broad Brook Rotary), and any monies from turned in scrap metal.

At this time, Chairman Legassie asked if we could please continue the meeting with the Policies and Procedures.

## **REPORTS OF COMMITTEES**

There were no reports of committees

## POLICIES AND PROCEDURES

- a) 001 - Policy and Procedures Directive
- b) 05-0031 - Public Notice for Policy Changes
- c) 09-0016 - Tenant Parking - vehicles
- d) 12-0002 - Emergency Shelter
- e) 12-0007 - Tenant Parking - vehicles

Chairman Legassie asked the Executive Director to read the policy **12-0007 - Tenant Parking - Vehicles**.

When Ms. DiMauro was finished, Chairman Legassie asked for a discussion among the residents present regarding this policy.

There was a very heated discussion which followed with a lot of people questioning why the Tenant who had grieved the policy was allowed to continue parking both cars at Park Hill. The consensus of the questions and opinions was that what would happen if more and more people (single individuals) wanted to park two cars at Park Hill; there wouldn't be enough of parking spaces to go around. The question was also this particular tenant was allowed to park two cars on level 2. The response was that he said he had been "grandfathered" in by the former Executive Director Steve Knibloe and that when the lease was signed he had been told he could have two cars and park them both at Park Hill.

The other issue that was discussed regarding this policy is how the Grievance Procedure for the East Windsor Housing Authority was not properly followed as Jennifer DiMauro, Darlene Kelly and Elliot Lane, Housing Authority Legal Counsel, were told to leave the Executive Session. The only people that by rights should be taking the notes of an Executive Session is the Executive Director or the Recording Secretary for the Commission. This is to guarantee that the notes are accurate, are distributed to the appropriate parties and are maintained in the offices of the Housing Authority. There were no notes posted regarding the results of this hearing, and only a letter received by the Executive Director signed off by Robert Slate, Chairman of the Board at the time, and the Board secretary Elizabeth Burns. The other commissioners on the Board, Pauline Legassie and Beverly Percoski, were not given a copy of this letter and as a point of reference Commissioner Percoski had to ask the Executive Director twice before she received a copy of the letter.

There was additional discussion among the tenants present regarding this policy and how they feel that it is unfair that only two people at Park Hill are allowed to have two (2) cars and the majority are not. This issue is particularly troublesome to those tenants who park on the second level as those spaces are at a premium, and there may not be enough stalls for home health aides and guests of tenants.

Chairman Legassie spoke up and stated that two members of the board voted in favor of allowing this tenant to keep the second car, one did not. The way to change this situation is to have the board send the particular tenant a letter

stating that the second car will have to be taken off the Park Hill premises or else a capa notice will be issued.

Commissioner Burns then asked if she understood the situation correctly that only two (2) tenants are allowed to have two cars and of the two only 1 is “grandfathered” in. She was told that this was correct (the 2<sup>nd</sup> tenant was originally told at the time of lease signing that only one car was allowed) but because during the Grievance Hearing the other tenant was granted the right to keep the second car; the second tenant was also told that the second car could be kept at Park Hill until such a time as the car becomes inoperable or unregistered. Commissioner Burns went on to state that when she was elected Secretary of the board it fell upon her to take the notes at the Grievance Hearing and that at no time had she intentionally excluded Jennifer DiMauro or Darlene Kelly from the Grievance Hearing - that was entirely the decision of the former Chairman of the Board.

In closing of this discussion, Jennifer DiMauro requested of the board (particularly the newest members) that they familiarize themselves with the Grievance Procedure of the East Windsor Housing Authority.

A motion was made by Commissioner DeSousa, seconded by Commissioner Percoski to rescind Policy 09-0016 and replace it with Policy 12-0007.

DeSousa/Percoski

Burns - Aye  
DeSousa - Aye  
Percoski - Aye

## **12-0002      Emergency Shelter**

The Executive Director also read this policy for the benefit of everyone present.

Chairman Legassie then asked if there were any comments regarding this policy.

The Executive Director spoke up and said that during last years Storm Alfred the only way that the Housing Authority was able to feed so many residents is because everyone cleaned out their freezers, etc and brought the food down to the Community Hall to share with everyone. She also reiterated that the Community Hall is a shelter for Park Hill residents only and should not be put in the paper as an elderly shelter for the Town of East Windsor. Ms. DiMauro went on further to say that if something like that happened again she did not know if we would be able to house and feed the residents again as it would be uncertain whether any of the Park Hill staff would be able to even get here. She also stated that she has repeatedly asked the Town for the Emergency Management Plan and to date has not received the Emergency Management Plan from the Town.

Commissioner DeSousa spoke up and said she is on the committee dealing with the issue of the Emergency Shelter and that to the best of her knowledge the

designated Emergency Shelter for the Town of East Windsor would be East Windsor High School as it has showers, cooking facilities and is handicapped accessible. If the residents are unable to get to the shelter they need to call 911 and notify the Police Department of their emergency.

It was a consensus of all board members present that any further discussion or action on this Policy be tabled until the next meeting.

**01 Policy and Procedures Directive**  
**05-31 Public Notice for Policy Changes**

These two policies were included in the packet for reviewing purposes only. No action necessary.

At the close of the discussion of the policies, Commissioner DeSousa made the comment that anyone is welcome to bring their concerns to her as she wants to make sure that all issues are addressed.

**UNFINISHED BUSINESS**

There was no Unfinished Business

**NEW BUSINESS**

**2013 Commission Meetings Schedule**

The 2013 Schedule for the Commission Meetings was reviewed by all Commissioners in attendance.

A motion was made by Commissioner Burns, seconded by Commissioner Percoski to accept the Schedule of 2013 Meetings for the East Windsor Housing Authority Board of Commissioners.

Burns/Percoski

Burns - Aye  
DeSousa - Aye  
Percoski - Aye

After the vote was taken, Commissioner DeSousa asked Darlene Kelly if these dates would be posted with the Town Clerk and she responded that it would be taken care of.

**PUBLIC COMMENTS**

**Gary Taylor, Apt. 52**

Mr. Taylor wanted to know why the Housing Authority was paying 10% to the Town of East Windsor for the PILOT payment when nothing is done for us. He went on further to say that the First Selectman legally had nothing to do with the Housing Authority; and that in his opinion it is unjust as the Town of East Windsor offers no services to Park Hill including large item pick up.

Commissioner DeSousa responded to this by stating that the PILOT payment is in Lieu of Taxes and that it is cheaper to pay the PILOT rather than taxes based on the current mill rate. Commissioner DeSousa also stated that she would be taking a look at the dollar amount the Housing Authority is paying as it appears that the percentage rate should be lower; she also stated that she would be doing research as to why we are paying such a high rate.

**Sharleen Craft, Apt. 57**

Ms. Craft questioned the Board members where she could take some personal documents to be shredded.

The response was that shredding could be done at the Town Garage on Shoham Road or at the Nutmeg Credit Union. Commissioner Burns said that she would be happy to share information on shredding with anyone who asked for it. It was suggested at this time that the information be provided to the office so that it can be included in our monthly newsletter.

**Gary Taylor, Apt. 52**

Mr. Taylor once again questioned the Board on what the residents at Park Hill are supposed to do when their large items, i.e. couches, etc, need to be disposed of since there is no large trash pick up at Park Hill.

Commissioner Burns responded to this questions by stating that generally she gets an e-mail from the First Selectman on bulky waste pickup and that she would be happy to share the information with the tenants at Park Hill.

**Jeanne Swicklas, Apt. 20**

Ms. Swicklas questioned Jennifer as to the proper procedure for the designated parking on the first level. She wondered if the parking space for David Mills would be moved down at all since he has been in residence the longest.

Jennifer DiMauro responded to this question by telling Ms. Swicklas that the parking spaces would be staying the same and the one designated spot that is currently vacant will be kept that way as it is connected to the unit that is undergoing the ADA renovations and is handicapped van accessible.

**EXECUTIVE SESSION**

Pursuant to CGS Section 1-200(6) Personnel Matters

A motion was made by Commissioner Burns, second by Commissioner Percoski to go into Executive Session at 6:12 p.m. Before this motion could be voted on, an amendment was made to the motion by Commissioner Burns, seconded by Commissioner Percoski to include the Executive Director, Jennifer DiMauro and the Executive Assistant, Darlene Kelly.

Burns/Percoski

Burns - Aye  
DeSousa - Aye  
Percoski - Aye

A motion was made by Commissioner Burns, seconded b by Commissioner Percoski to come out of Executive Session at 6:55 p.m.

Burns/Percoski

Burns - Aye  
DeSousa - Aye  
Percoski - Aye

Action taken: A motion was made by Commissioner DeSousa seconded by Commissioner Percoski to table the matter before the Board

DeSousa/Percoski

Burns - Aye  
DeSousa - Aye  
Percoski - Aye

#### **ADJOURNMENT**

A motion was made by Commissioner Percoski, seconded by Chairman Legassie to adjourn the Special Meeting of the East Windsor Housing Authority at 7:00 p.m.

Respectfully submitted,

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