

**EAST WINDSOR HOUSING AUTHORITY REGULAR MEETING  
OCTOBER 21, 2013 MINUTES**

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**1. CALL TO ORDER AND ATTENDANCE**

The meeting was called to order at 7:00 p.m. by Chairman Legassie, Commissioners DeSousa, LeBorious, Burnham, and Simmons were present along with Executive Director Sandra Desrosiers.

Commissioner DeSousa made motion to move item #9 Public Comments to after item #3 and make it item #4. Commissioner Simmons seconded the motion.

In favor - P. Legassie, M. DeSousa, J. Burnham, M. Simmons, and E. LeBorious;  
Opposed – none

Commissioner DeSousa made motion to add to item #10 New Business 10B – Election of Officers seconded by Commissioner Burnham In favor - P. Legassie, M. DeSousa, J. Burnham, M. Simmons, and E. LeBorious; Opposed – none

Commissioner Burnham made motion to add to item #10 New Business 10C – South Road Creative Housing with D. Menard & L. Norton seconded by Commissioner Simmons In favor - P. Legassie, M. DeSousa, J. Burnham, M. Simmons, and E. LeBorious; Opposed – none

**2. MEETING MINUTES OF:**

**Special Meeting of September 30, 2013**

The minutes of the Special Meeting of September 30, 2013 were reviewed by all commissioners present. Commissioner DeSousa noted that Item #3 Financial Reports “motion to acknowledge the financial reports” was made by Commissioner LeBorious and seconded by Commissioner DeSousa. Commissioner LeBorious requested that the minutes document discussion regarding the hours of the full time staff, and consideration of the Personnel Policy regarding agency operations prior to accepting the Management Plan. A motion was made by Commissioner Burnham, seconded by Commissioner Simmons to accept the minutes with the stated corrections: In favor - P. Legassie, M. DeSousa, J. Burnham, M. Simmons, and E. LeBorious; Opposed – none

**3. FINANCIAL REPORTS**

The financial reports were presented by Elaine A. The housing authority has enough money to meet its obligations for this month and any capital improvements for next. It was asked if operations are currently running a negative \$3867.89 a month – Elaine confirmed that expenses for September were higher than revenue. Health insurance was discussed and verified we are paying for 1 employee and coverage is active. The difference in payroll taxes is unemployment. What is anticipated for next month – a well repair and repairs to an apartment that is getting moisture from the foundation. A motion was made to acknowledge the financials by Commissioner DeSousa and seconded by Commissioner LeBorious. The motion passed. In favor - P. Legassie, M. DeSousa, J. Burnham, E. LeBorious, and M. Simmons; Opposed – none.

**EAST WINDSOR HOUSING AUTHORITY REGULAR MEETING  
OCTOBER 21, 2013 MINUTES**

---

**4. PUBLIC COMMENT**

Cindy T. Apt #9 – We have a lot of mold in the front, back, and window sills.  
Nancy T. Apt #21 – Please speak louder

**5. LEGISLATIVE BILLS AND COMMUNICATIONS - None**

**6. REPORT OF THE EXECUTIVE DIRECTOR**

Hereto attached as Exhibit A

Motion made by Commissioner DeSousa to add Selectman's Report 6A as regular item seconded by Commissioner Simmons In favor - P. Legassie, M. DeSousa, J. Burnham, E. LeBorious, and M. Simmons; Opposed – none.

**6A. REPORT OF THE FIRST SELECTMAN – D. Menard**

Ms. Menard will investigate the ownership of the parcel of land attached to Park Hill. It was donated to the town. Commission Burnham asked if D. Menard felt it was intended for the Housing Authority. She is not sure and will ask the assessor.

Motion made by Commissioner DeSousa to move out of order and go to item #10C Creative Housing and seconded by Commissioner Simmons In favor - P. Legassie, M. DeSousa, J. Burnham, E. LeBorious, and M. Simmons; Opposed – none.

First Selectman Menard and L. Norton discussed a housing project on South Rd. The land is in foreclosure and the court would like to have a non-profit organization take it over. It would cost \$16,000.00 in back taxes plus attorney and court fees. There are 16 homes on the property. All the homes are individually owned. If the Housing Authority takes this on, they would be the responsible for the grounds and common area maintenance. There is a land lease for 99 years. The Commissioners will consider this opportunity in strategic planning.

Motion was made by Commissioner DeSousa to go back to order and seconded by Commissioner Burnham. In favor - P. Legassie, M. DeSousa, J. Burnham, E. LeBorious, and M. Simmons; Opposed – none.

**7. POLICIES AND PROCEDURE –**

A motion was made by Commissioner DeSousa and seconded by Commissioner Simmons to table. In favor - P. Legassie, M. DeSousa, J. Burnham, E. LeBorious, and M. Simmons; Opposed – none.

**8. REPORT OF THE TENANT ASSOCIATION – Carmilla Mills**

The Tenant Association met October 8<sup>th</sup>. They discussed previous months' pot luck supper. The next event will be a pizza party to be held on October 25<sup>th</sup>. All are welcome and it is free to everybody. They are looking into getting some things to have more tenants come down and see what they do for everybody.

**EAST WINDSOR HOUSING AUTHORITY REGULAR MEETING  
OCTOBER 21, 2013 MINUTES**

---

The Tenant Association held a meet and greet with caniadates for selectman on Saturday October 19<sup>th</sup>. It was well attended.

**9. REPORT OF THE PILOT COMMITTEE - Commissioner DeSousa**

Commissioner DeSousa met with the First Selectman on 10/15. Commissioner DeSousa made a slight adjustment to the letter ED Desrosiers wrote, in that she specified a 3 year term. The Selectmen are receptive to the 7% as proposed. The Authority will drop any pending investigations regarding past PILOT overpayments. The Town Attorney will draw up the documents without any fees to the Authority. Commissioner LeBorious made a motion to have Ms. Desrosiers meet with D. Menard and the towns' Attorney seconded by Commissioner DeSousa. In favor - P. Legassie, M. DeSousa, J. Burnham, E. LeBorious, and M. Simmons; Opposed – none.

**10. NEW BUSINESS**

**A. Annual Calendar of Commissioner Meetings**

Motion was made by Commissioner DeSousa to accept the scheduled meeting dates as presented and seconded by Commissioner LeBorious. In favor - P. Legassie, M. DeSousa, J. Burnham, E. LeBorious, and M. Simmons; Opposed – none.

**B. Election of Officers**

Motion was made by Commissioner DeSousa to accept the slate of officers as presented, the motion was seconded by Commissioner Simmons. In favor - P. Legassie, M. DeSousa, J. Burnham, E. LeBorious, and M. Simmons; Opposed – none.

Chairman – J. Burnham  
Vice-Chair P. Legassie  
Secretary – M. DeSousa  
Treasurer – E. LeBorious  
Asst. Treasurer – M. Simmons

Motion was made by Commissioner DeSousa to have the new officers go into effect next week and seconded by Commissioner Simmons.

Motion was made by Commissioner DeSousa to have Pauline sign checks this week and seconded by Commission Simmons

**C. Creative Housing – Discussion recorded in item 6A**

**11. OLD BUSINESS**

**A. 2013/2014 Management Plan Revision - Tabled**

**B. Executive Director Position – May be discussed in Executive Session at the pleasure of the Commission**

Commissioner DeSousa shared a posting she drafted for the full time Executive Director position. The posting was discussed. ED Desrosiers will incorporate the discussed requirements and distribute the list for broadcast on industry sites as well as in Town Hall. Commissioner Legassie asked if the Authority intended to keep Sandra on for 6 months, were they offering employee status. ED Desrosiers offered that she will

**EAST WINDSOR HOUSING AUTHORITY REGULAR MEETING  
OCTOBER 21, 2013 MINUTES**

---

commit to stay until February 2014 with an increase pay as either a vendor or a short term employee.

A motion was made by Commissioner Simmons to go into Executive Session for the purpose of discussing the Executive Director position. Commissioner Legassie seconded and the motion was duly approved. The Commissioners went into Executive Session at 9:28pm. Motion was made by Commissioner Simmons to come out of Executive Session at 9:50pm and seconded by Commissioner Legassie. Motion carried unanimously.

Motion was made by Commissioner DeSousa to increase the Interim ED rate of pay by \$10.00 per hour to the rate of \$40.00 per hour. Employment to continue not to exceed six months or until an Executive Director is hired full time and transition period is completed – seconded by Commissioner Simmons. Motion carried unanimously.

**13. ADJOURNMENT**

Motion to adjourn duly made and approved at 9:52p.m.

Respectfully submitted,

Marisa Prior  
Recording Secretary

**EAST WINDSOR HOUSING AUTHORITY REGULAR MEETING  
OCTOBER 21, 2013 MINUTES**

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**EXECUTIVE DIRECTOR'S REPORT  
EWHA Commission Meeting  
October 2013**

**EWHA**

**Adjacent Property:** I have conducted a thorough investigation of internally housed records and have not found any deed issuing the seven acre lot adjacent to Park Hill in the Authority's name. I do have a copy of the deed indicating that property belongs to the Town of Windsor. This makes sense as we have no record of ever paying any taxes for that land.

**Strategic Planning:** We will meet on the 26<sup>th</sup> from 9:00 to Noon. Please prepare your Strengths, Weaknesses, Opportunities and Threats (SWOT) analysis forms prior to the meeting.

**Park Hill**

**Operations Matters:**

CHFA has assigned a new Asset Manager to Park Hill. Janet Bonner, I do not know Janet, I believe she is new to the agency. Her contact information is [janet.bonner@chfa.org](mailto:janet.bonner@chfa.org)

**Resident Matters:**

The new Pet Policy was distributed to every household on the property. We hope to have all current animals registered by the beginning of November.

We had a very successful Hairdressing event. The Authority sponsored a shampoo and haircut for any resident who chose to have one. We contracted a licensed hairdresser to come in and provide the services. A dozen residents took advantage of the opportunity and all expressed appreciation for the service and new "do". We will look to repeat this service during the holidays and perhaps quarterly in 2014.

**EAST WINDSOR HOUSING AUTHORITY REGULAR MEETING  
OCTOBER 21, 2013 MINUTES**

---

We have scheduled a Halloween party for October 30. We will have entertainment, a costume competition with prizes and appetizers. The students from East Windsor High School's Chorus will perform for us.

Property Matters

There are two vacant units actively in turnover. We have pulled names from our waiting list and anticipate leasing these units in November. We have received notice of an additional vacancy for November. There are currently 24 applicants on the waiting list.

The Capital Needs Assessment which was provided by CHFA to all properties in the CHFA portfolio has arrived. There are no significant surprises regarding the improvements proposed over the next ten years. There is however strong caution regarding the current base rents and the foreseeable inability to maintain the property's operations or improvements. The report will be discussed in detail at the Strategic Planning session.

The motor for pump #2 burned out. It was a refurbished motor that was installed two years ago. There was a one year warranty on the motor. There was also a break in the wire, which caused significantly exaggerated wear and tear on the motor. Pump #1 handled all the water service call and there was no disruption of water service to residents. The cost to replace 150' of line, and replacement of the machinery was \$3,500 and the services were provided by our long term vendors.

Respectfully Submitted,

Sandra Desrosiers