

**EAST WINDSOR HOUSING AUTHORITY REGULAR MEETING
NOVEMBER 18, 2013 MINUTES**

1. CALL TO ORDER AND ATTENDANCE

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

2. ADDED AGENDA ITEMS - None

3. MEETING MINUTES OF: Meeting of October 21, 2013

The minutes of the Meeting of October 21, 2013 were reviewed by all Commissioners present. Commissioner DeSousa requested that the minutes regarding the PILOT Program reflect that the 3 year program is to start with the 2013/2014 fiscal year. Under 10B – Election of Officers, remove “Motion was made by Commissioner DeSousa to have the new officers go into effect next week”. A motion was made by Commissioner DeSousa, seconded by Commissioner Burnham to accept the minutes with the stated corrections: In favor - P. Legassie, M. DeSousa, J. Burnham, M. Simmons, and E. LeBoriosis; Opposed – none

4. FINANCIAL REPORTS

The financial reports were presented by Elaine A. The authority has a combined checking/savings of \$50,403.10. A promissory note from a past tenant was discussed. There is a balance under Tenants Accounts Receivable from past tenants. Ms. Desrosiers stated that she will discuss with CHFA to write that amount off. Accounts Payable is current. The authority pays all of their financial obligations in a timely manner. Ms. LeBoriosis asked if at the end of the fiscal year we will close out the open ended items on the balance sheet. Elaine indicated that she would discuss that process with CHFA. Mr. Burnham expressed concern about the unemployment compensation that we are paying. It was stated that will cost us approximately \$50,000. A motion was made to acknowledge the financials by Commissioner DeSousa and seconded by Commissioner LeBoriosis. The motion passed. In favor - P. Legassie, M. DeSousa, J. Burnham, E. LeBoriosis, and M. Simmons; Opposed – none.

5. REPORT OF THE FIRST SELECTMAN – D. Menard

Ms. Menard presented to the board a letter from the town attorney regarding the 7% payment for the PILOT Program. Effective July 1, 2013 through June 30, 2016. A motion was made to accept the terms as presented to the board by Commissioner Simmons and seconded by Commissioner LeBoriosis. The motion passed. In favor - P. Legassie, M. DeSousa, J. Burnham, E. LeBoriosis, and M. Simmons; Opposed – none.

Ms. Menard was contacted by L. Norton of the EW Public Works department regarding a donation of melting salt for the Park Hill walk. Ms. Menard offered to sell the Authority salt at \$53.31 per ton. The Authority would be responsible for pickup and storage of the materials.

**EAST WINDSOR HOUSING AUTHORITY REGULAR MEETING
NOVEMBER 18, 2013 MINUTES**

Ms. Menard reported that the attorney for the residents of South Rd is talking to the Town's attorney. They are going to court in December. There was a discussion with the previous Executive Director of Creative Housing. There may be money in escrow to pay back taxes. Commissioner DeSousa stated that the courts are requesting a non-profit and we are not a non-profit. Ms. Menard will have the lease looked over to see who can take over the property.

Commissioner Burnham asked if questions of ownership or intention of use of the 7 acres adjacent to Park Hill had been resolved. Ms. Menard is still looking into that. It isn't a clean title and there are still living family members she needs to reach out to.

6. REPORT OF THE TENANT ASSOCIATION – Carmella Mills

The Tenant Association hosted a pizza party in October that was well attended. Everyone had a great time and they had between 25 – 30 tenants attend. They will not host any event until January since the Authority will be hosting a holiday party for all of the tenants. They are working on their By-Laws. They are interested in be accepted by all and being a viable part of Park Hill. They would like to provide hot chocolate and cookies for the scouts that will be doing the caroling in December.

7. PUBLIC COMMENT

Mary S. Apt #46 – Am I to understand that we will not be shoveled out this winter or our cars cleaned?

Ms. Desrosiers stated the Authority will clean snow from all common areas, parking lots, walkways and roadways at Park Hill. However, as directed by a policy adopted by the Board of Commissioners in 2012/2013, the Authority will not move vehicles or clear snow from residents' personal property. Tenants who have provided keys for their vehicles to the office should reclaim them before the end of the year.

Sharleen C. Apt #57 – Why not?

Commissioner DeSousa stated that there was a claim against us.

Sharleen Craft Apt #57 - Couldn't we sign something that we would not sue.

Ms. Desrosiers stated that this individual had sign that form and still pursued and won the issue.

Sandy Golden Apt #18 – They are going to do the sidewalks?

Ms. Desrosiers – Yes, the driveways, the sidewalks, the common areas

Viola Andrews Apt #25 – You don't realize that most of the people here are elderly and disabled

Jeanne Swicklas Apt # 20 – Can we hire someone to clean our cars?

**EAST WINDSOR HOUSING AUTHORITY REGULAR MEETING
NOVEMBER 18, 2013 MINUTES**

Ms. Desrosiers – Yes

Viola Andrews Apt #25 – We were told we are responsible for the actions of the people we hire or bring onto the property.

Richard Roe #51 – No emergency exit to the rear – they don't shovel
Commissioner DeSousa – All fire exits have to be cleared.

Marie Francis Apt #8 – Why are there no lights at night?

Ms. Desrosiers –. CL&P will be replacing all of the parking lot and common area poles and the exterior apartment lights. Although there is not a written schedule for these projects, Mr. Mack of CL&P assured me we are his current priority.

Alice Samson Apt #4 – I am willing to help clean the cars off.

8. LEGISLATIVE BILLS AND COMMUNICATIONS

Commissioner Burnham shared 3 text messages he received from Jennifer DiMauro stating her intention to submit an FOI request.

9. REPORT OF THE EXECUTIVE DIRECTOR

Hereto attached as Exhibit A

10. POLICIES AND PROCEDURE –

A. Personnel Policy – May be discussed in Executive Session: A motion was made to move this item to 12B by Commissioner Burnham and seconded by Commissioner Simmons. Motion passed - in favor - P. Legassie, M. DeSousa, J. Burnham, E. LeBorious, and M. Simmons; Opposed – none.

11. NEW BUSINESS

A. Application for Dept. of Housing Grant

Ms. Desrosiers has a \$150,000.00 CHFA Capital Improvement Grant that she will be working on. It was discussed whether to pay the ED to do so on company time or to have it done on her own time for a percentage of the grant. After some discussion Commissioner Simmons made a motion to compensate the Director an amount equivalent to 3% of the amount she successfully generates in grants provided she writes the grants separate from her services as Executive Director of the agency, and that the balance of the management fees inherent to grants will be disbursed to the employees administering the projects based on recommendations from the Director to the Commissioners. The motion was seconded by Commissioner LeBorious. Motion passed - in favor - P. Legassie, M. DeSousa, J. Burnham, E. LeBorious, and M. Simmons; Opposed – none.

**EAST WINDSOR HOUSING AUTHORITY REGULAR MEETING
NOVEMBER 18, 2013 MINUTES**

B. South Road and Phelps Road Residents

No residents attended the November 14th meeting. Ms. Desrosiers is attempting to rescheduled for December 5.

12. OLD BUSINESS

A. Pilot Payment

Commissioner DeSousa stated the payment should be 10% not 7% for what is due. The 7% is for the 2013/2014 year. The Commissioners discussed paying the full PILOT now out of the agency's \$36,000 reserves vs paying a portion now and a portion in March when funds would be more readily available. Ms. Desrosiers stated Ms. Menard, she said "she understands the financial of the limitations of the housing authority and is willing to work with us". After discussion a motion was made to authorize the ED to pay the PILOT in full in the amount of \$27,384.00 by Commissioner DeSousa and seconded by Commissioner LeBoriorous. Motion passed – in favor - M. DeSousa, J. Burnham, E. LeBoriorous; Opposed – P. Legassie, M. Simmons

B. Personnel Policy -

A motion was made by Commissioner Simmons to go into Executive Session. Commissioner LeBoriorous seconded and the motion was duly approved. The Commissioners went into Executive Session at 8:45pm. Motion made by Commissioner Simmons to accept the Executive Directors Job Description with changes seconded by Commissioner Legassie. Motion carried. Motion made by Commissioner Legassie and seconded by Commissioner Simmons to come out of Executive Session at 9:20pm – motion carried.

13. ADJOURNMENT

Motion to adjourn by Commissioner Simmons at 9:30p.m. Seconded by Commissioner Legassie – Motion carried

Respectfully submitted,

Marisa Prior
Recording Secretary

**EAST WINDSOR HOUSING AUTHORITY REGULAR MEETING
NOVEMBER 18, 2013 MINUTES**

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

EWHA

The position posting of Executive Director was submitted to NERC Nahro, CONN Nahro and the Town of East Windsor for posting. To date, one response has been received. The deadline for application submission is December 2, 2013.

Staff Matters:

I have completed and conducted Marisa Prior's end of probation evaluation. I am pleased to extend the offer of permanent employment to Marisa based on the excellent job performance she has demonstrated during her probationary period.

Park Hill

Operations Matters:

Janet Bonner of CHFA will be on site on November 20th to conduct the informal inspections that occur annually. Residents have been informed that apartments will be selected randomly for inspection and that they are not required to be present.

I have applied for two small CHFA backed grants for resident services. The first will fund the replacement of all seating in the dining hall, the second will afford the agency to continue and or develop health and wellness activities for the residents. These two applications represent \$5,000 in funding, which the maximum is allowed per program year.

Resident Matters:

We had a very successful Halloween party. The event was well attended and several residents invoked full creativity in costume design.

Property Matters

**EAST WINDSOR HOUSING AUTHORITY REGULAR MEETING
NOVEMBER 18, 2013 MINUTES**

There are two vacant units actively in turnover. We have pulled names from our waiting list and anticipate leasing these units in December. We have received notice of an additional vacancy for December. Since my arrival in July we have turned and leased ten apartments. We have leased five apartments at or above the new higher base rent since the standard was established by the Board in October. We have received a significant increase in applications from East Windsor residents who are now or immediately pending homelessness. Through a well-managed waiting list we are able to identify and provide housing based on eligibility criteria to meet the direst needs.

Maintenance Matters:

We have been in contact with CL&P regarding the replacement of the exterior lights in the common areas. CL&P will provide the lights and the installation. CL&P is also providing high efficiency replacement lighting of all the exterior lights adjacent to each apartment.

The damaged carpet in the community hall was repaired and the “dance floor” was installed via funds from the insurance company.

Respectfully Submitted,

Sandra Desrosiers

**EAST WINDSOR HOUSING AUTHORITY REGULAR MEETING
NOVEMBER 18, 2013 MINUTES**

Draft