

**EAST WINDSOR HOUSING AUTHORITY
REGULAR MEETING – JUNE 15, 2009
MINUTES**

CALL TO ORDER AND ATTENDANCE

The meeting was called to order at 7:00 p.m. by Chairman Boutin. Commissioners LaMay, Lamb, Legassie and Percoski were present along with Amanda Monahan, Resident Services Coordinator, Jennifer DiMauro, new Executive Director and Dale Nelson, our liaison to the Board of Selectman.

ADDED AGENDA ITEMS

There were two Added Agenda Items

Under New Business:

Selectman's Meeting – June 16, 2009

**Under Policies and Procedures
Cat Policy**

MEETING MINUTES OF:

Regular Meeting – May 18, 2009

The minutes of the regular meeting of May 18, 2009 were reviewed by all Commissioners present. A motion was made by Commissioner LaMay, seconded by Commissioner Lamb to accept the minutes of May 18, 2009 as presented.

LaMay/Lamb

Unanimous

Annual Meeting – May 18, 2009

The minutes of the Annual Meeting of May 18, 2009 was reviewed by all Commissioners present. A motion was made by Commissioner LaMay, seconded by Commissioner Lamb to accept the minutes of the Annual Meeting of May 18, 2009 as presented.

LaMay/Lamb

Unanimous

Special Meeting – May 28, 2009

The minutes of the Special Meeting of May 28, 2009 was reviewed by all Commissioners present. A motion was made by Commissioner

LaMay, seconded by Commissioner Lamb to accept the minutes of the Special Meeting of May 28, 2009 as presented.

LaMay/Lamb

Unanimous

PUBLIC COMMENTS

Alice Samson, Apt. 4 spoke to the commissioners present regarding the tenant in apt. 10 cleaning out the trash from his vehicle and leaving it all over the lawn. The Chairman, Karen Boutin, thanked her for the information and stated to her that this issue would be addressed with the offending tenant.

BILLS AND COMMUNICATIONS

Check Register – May 20 – June 10, 2009

The check register for May 20 – June 10, 2009 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 May 20 – June 10, 2009 as presented

Percoski/Lamb

Unanimous

Bank Reconciliation May, 2009

The Bank Reconciliation of May, 2009 was reviewed by all commissioners present.

REPORT OF THE RESIDENT SERVICES COORDINATOR

Amanda Monahan, the Resident Services Coordinator, gave the following report:

- 1) Met with Darlene to go over resident cases
- 2) Went over quarterly report with Judy Singarella, our representative from DECD
- 3) Returned phone calls to people regarding Beanies for Baghdad
- 4) Assisted Nancy Spencer and Shelley Williams with the planning of the May tag sale and put advertisements in various stores. We had a great turnout.
- 5) There are various events in the planning stages including an appetizer cook-off on June 23rd with surprise judges and prizes to be awarded.
- 6) We just had a movie day featuring Bedtime Stories with Adam Sandler that was fun. The next one is scheduled for June 18th

- at 1:00 p.m. and we will be showing Mall Cop with Kevin James.
- 7) We were contacted by the Reminder Press for an interview regarding our Beanies for Baghdad program. The article appeared in the May 26th weekly paper. We had a very good response from the article.
 - 8) Bingo and knitting club are very successful at this time
 - 9) Reviewed various state forms with Darlene and helped her out by scheduling appointments with residents to meet with her.
 - 10) Started visiting residents to introduce myself and to see if they need any assistance.

REPORTS OF THE INTERIM EXECUTIVE DIRECTOR, Karen Boutin

Pursuant to the presentation from Vinnie LaMay, a representative from the Broad Brook fire department, we told him to go ahead and order the Knox box. We are waiting to hear back as to when we can expect delivery and installation of this box.

Starting this week, Eric Hargraves (our part-time maintenance person) will be cleaning up the back area of the complex as this section is full of leaves and garbage. We are looking in obtaining some possible barriers from the town to separate out the loam and the sand needed for the winter.

As we will need to start removing stumps from around the complex, Darrell was given Lesson 101 in how to operate a backhoe. We will send out notifications as to when he will have Lesson 102 so that he will have an audience and he will be judged on how good he does operating the backhoe.

The fencing around all of the dumpsters is in a state of sad disrepair. We are checking into some type of vinyl fencing to put around the dumpster areas.

We need to do something regarding the excess furniture that is being dumped. We are getting a lot of old TV and chairs and since the Town is no longer picking stuff like this up – we have to find an alternate way of disposing of these items as it is beginning to look slummy.

The refurbishments on the empty apartments are going well. We have three (3) that are almost ready to rent.

We are looking into purchasing new locking mailboxes for all the tenants in the complex. The cost to purchase all new mailboxes is approximately \$1400 but am looking into getting some kind of a discount.

There is a Board of Selectman meeting on June 16th at 7:30 p.m. and we are on the agenda to discuss the PILOT payment. Any support from the Board of Commissioners or the residents will be greatly appreciated.

Last Thursday night at the Rotary Club meeting, I gave a presentation requesting funding for a new TV for the community hall.

I have been in contact with the Department of Labor regarding a grant which will allow us to get summer help.

New books with all the policies and procedures governing the Housing Authority have been given to all the Commissioners present. Please look them over and if you feel there are any changes or additions that need to be made, please let the office or myself know.

Due to the fact that the existing grocery carts being used by the tenants are rusting out, I am looking into replacements of all shopping carts. When any additional information is forthcoming, it will be brought to everyone's attention.

We are slowly disposing of the stray cats and kittens. Carolyn in #18 had three of them in her apartment and they were given to a family who lives on a farm in Ashford (one of the kittens has already been adopted out and the other two are doing fine). We have also captured 2 more strays and one is in my office and the other one has gone to the farm in Ashford.

We have in the past used Home Depot to purchase our new counter tops, but unfortunately, they are not lasting as long as they should and are getting cost prohibitive. We found a gentleman in Ellington who is giving us a 1 piece counter top with a splash guard and there is a \$50.00 savings over what Home Depot was charging us.

Due to the fact that there is an abundance of poison ivy behind the fence line and it has become extremely over-grown, I asked Darrell to contact the town (which he did) and they have agreed to mow behind the fence line.

When I was here Sunday afternoon, I witnessed a bunch of "kids" on dirt bikes riding down the railroad tracks. They follow the railroad tracks from Hazardville to South Windsor. As this is annoying and a possible liability to Park Hill, Darrell and I are going to place rocks on the tracks near the entrances to Park Hill. Hopefully, this will not only slow them down but may make them think twice about riding on the railroad tracks.

UNFINISHED BUSINESS

- a) Knox boxes

This was covered in the report of the Executive Director

NEW BUSINESS

A) Community Hall – Rental agreement

The newly revised Rental agreement for the use of the Community Hall was discussed among the commissioners present and changes to the document were discussed and made.

A motion was made by Commissioner Lamb, seconded by Commissioner LaMay to accept the new Rental Agreement and to put the new schedule of fees into effect as of today, June 15, 2009.

Lamb/LaMay

Unanimous

B) 5 Year Plan

The proposed 5 year plan for improvements to Park Hill was presented to and discussed among the Commissioners present. There were several suggestions which will be incorporated into the plan and when the five year plan has been completed, the finished document will be forwarded to the Commissioners.

C) Lock changes – residents

As this is a pending policy, it will be discussed under Policy and Procedures.

POLICY AND PROCEDURES

Policy 09-0003 Charge for replacement of keys to apartments.

Policy 09-0003 was reviewed by all commissioners present and any questions regarding this matter answered.

A motion was made by Commissioner LaMay, seconded by Commissioner Lamb to accept Policy 09-0003 and to make it permanent.

LaMay/Lamb

Unanimous

Policy 09-0004 Charge for replacement of locks on apartment doors

Policy 09-0004 was reviewed by all commissioners present and any questions regarding this matter answered.

A motion was made by Commissioner LaMay, seconded by Commissioner Lamb to accept Policy 09-0004.

There is an existing policy which allows for reimbursement of cell phone usage to those maintenance personnel who use their cell phones for company purposes. This allowance was set at \$5.00 per month and due to the increased cost of cell phones, it was suggested to amend this policy and to change the monthly amount to \$20.00

A motion was made by Commissioner LaMay, seconded by Commissioner Lamb to increase the stipend for cell phone usage from \$5.00 to \$20.00 a month and to update the existing policy.

LaMay/Lamb

Unanimous

Chairman Boutin brought up for discussion instituting a cat policy wherein any new tenants renting an apartment at Park Hill be prohibited from bringing a cat onto the premises due to the fact that we have encountered so many problems in the apartments where there are cats and that to refurbish these apartments is cost prohibitive. This new policy will not affect existing residents, but when their cat is no longer with them, they will not be able to acquire another one.

A motion was made by Commissioner LaMay, seconded by Commissioner Lamb to write up a new policy regarding the ownership of cats for review at the next regularly scheduled meeting.

LaMay/Lamb

Unanimous

EXECUTIVE SESSION

A) Pending Legal Matters – tenant issues

A motion was made by Commissioner Percoski, seconded by Commissioner LaMay to go into Executive Session at 7:35 for the purposes of Pending Legal Matters – tenant issues to include the Executive Director, Jennifer DiMauro and the Executive Assistant, Darlene Kelly.

Percoski/LaMay

Unanimous

A motion was made by Commissioner Percoski, seconded by
Commissioner LaMay to come out of Executive Session at 8:20 p.m.
Percoski/LaMay Unanimous

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 8:35 p.m.

Percoski/Lamb

Unanimous

Respectfully submitted,

Darlene H. Kelly
Recording Secretary