

**EAST WINDSOR HOUSING AUTHORITY
REGULAR MEETING – MAY 16, 2011
MINUTES**

CALL TO ORDER AND ATTENDANCE

The meeting was called to order at 7:00 p.m. by Chairman Boutin. Commissioners Lamb, LaMay, Legassie and Percoski were present, as well as our liaison to the Board of Selectman Richard Pippin

ADDED AGENDA ITEMS

There were no added agenda items

MEETING MINUTES OF:

Regular Meeting – April 18, 2011

The minutes of the regular meeting of April 18, 2011 were reviewed by all commissioners present. A motion was made by Commissioner Percoski, seconded by Commissioner LaMay to accept the minutes of the regular meeting of April 18, 2011 as presented.

Percoski/LaMay

Unanimous

PUBLIC COMMENTS

Edith Carney, Apt. 31 announced to all present that she was not leaving. The Chairman of the Board, Karen Boutin, told Ms. Carney that she had the right to put in a grievance; Ms. Boutin also brought up the fact that Ms. Carney's rent check had bounced and that she had ten days to bring the account current along with the \$30.00 late fee. Ms. Carney responded to Ms. Boutin by becoming agitated and tried to talk over both Ms. Boutin and Jennifer DiMauro, the Executive Director. Before the situation got out of hand, Ms. Boutin informed Ms. Carney that any

further discussion would be moved to executive session and that she would be welcome to stay.

BILLS AND COMMUNICATIONS

Check Register – April 14 – May 11, 2011

The check register for April 14 – May 11, 2011 was reviewed by all Commissioners present and all questions answered. A motion was made by Commissioner Legassie, seconded by Commissioner Percoski to accept the check register of April 14 – May 11, 2011 as presented.

Legassie/Percoski

Unanimous

Bank Reconciliation – April, 2011

The Bank Reconciliation of March, 2011 was reviewed by all Commissioners present and all questions answered.

REPORTS OF THE EXECUTIVE DIRECTOR/RESIDENTS SERVICE COORDINATOR

Spring is here and our grounds clean up is underway, beginning with the hiring of a new landscaping contractor. We are in the process of replacing some of the park benches that were damaged during snow plowing. There are two new picnic tables, purchased through a grant which was obtained by Karen Boutin.

The Renters Rebate Program was discussed and there are three dates; two at the Senior Center, June 1st and 2nd and one at Park Hill, July 18th, for the filing of the applications. If any resident would like a rent letter please contact the office at least one day ahead.

The Housing Authority has been approved by the WRAP Program and we will be receiving new ductless heating and cooling pumps in all of our apartment units. These pumps will not replace the current electric

baseboard heating system, but they will supplement it to provide greater heating and cooling efficiency and should reduce individual resident bills by an estimated 20 to 30%. A mechanical engineer from the program visited Park Hill on April 28th and he is finalizing plans for the installation. We are still months away from starting the work and I will keep the residents informed as to our progress. As we move closer to the installation of the new system, we will hold a special meeting for the residents to educate them as to the operation and use of the new pumps. Other housing authorities around the state are very pleased with the heat pumps and the savings that their residents are experiencing as a result.

A public hearing was held in March for our Small Cities Sub-Recipient Grant. The Town's grant writer is preparing our application which is due into the state Department of Economic and Community Development by June 3, 2011. This is the funding that will enable us to replace roofs, doors, windows and gutters. The amount of the grant request is \$700,000 however; there may be changes in the total award, if we receive it. If our proposal is awarded, we expect the work on our property to begin in the spring of 2012. This housing rehabilitation work, along with the new heating/cooling pumps should significantly improve the energy efficiency in all of our units.

I have requested financial assistance from FEMA (Federal Emergency Management Association) for reimbursement from the cost of the January 11th Winter Storm. We are in the process of compiling expenses that we incurred, including additional staff to clear the snow, overtime pay for our two regular staff, as well as additional equipment that we needed to have the snow moved.

The Air Force Work Day originally scheduled for May 21st has been postponed. The new date is June 18th and the recruits will be here from 8:00 to approximately 2:00 p.m.

RESIDENT SERVICES COORDINATOR

The weather towards the end of April was nice and I got the chance to visit more residents. I am especially concentrating on the File of Life magnets which were issued to the residents. The data in the file is

important in times of emergency. It needs to be updated periodically as medicine is changed or added. The contact information also requires attention so the proper people are notified.

I have completed on-line applications for three residents request for Safe Link cell phones. The cell phones are free and available to any resident that receives qualifying services such as SSI or SNAP. I assisted those who weren't familiar with the phone instructions on how to use the phone.

I visited the Senior Center with Jennifer for Park Hill day and was impressed with the activities and functions they provide for the seniors of East Windsor. The monthly lunch menu is beneficial to those that need assistance with meals.

We welcomed a few new residents in April and May. I have assisted them in becoming familiar with the services we offer at Park Hill and spent time answering their questions. They have been provided with "Welcome" packages to help them adjust.

We have been enjoying a Tuesday movie day in the Community Hall thanks to Roger Thibodeau complete with popcorn. I have posted a list of scheduled movies on the bulletin board and hope to attract more residents.

With the help of Betti Lamb we made stenciled signs advertising our upcoming Park Hill tag sale. Along those lines, I also put ads in local papers and on the Cox Community bulletin board for the tag sale.

I try to contact or visit residents every day at Park Hill. I have been developing relationships with people as the nice weather brings them outdoors. I passed out seeds with the May newsletter and have had requests for more. It will be fun to see how everyone's garden grows.

COMMISSION MEMBERS

Nothing from the commission members.

REPORTS OF COMMITTEES

There were no reports of committees

POLICIES AND PROCEDURES

There were no new Policies and Procedures

UNFINISHED BUSINESS

- a) Small cities grant

There was covered in the report of the Executive Director

NEW BUSINESS

There was no New Business

PUBLIC OPINION

There were no public comments.

EXECUTIVE SESSION

- a) **Tenant Matters/Security Issues**
- b) **Pending Legal Matters**
- c) **Financial Reports**
- d) **Policies and Procedures**

A motion was made by Commissioner Percoski, seconded by Commissioner LaMay to go into Executive Session at 7:17 p.m. to include Edith Carney, the Executive Director, Jennifer DiMauro, and the Executive Assistant, Darlene Kelly as needed.

Percoski/LaMay

Unanimous

A motion was made by Commissioner Percoski, seconded by Commissioner Lamb to come out of Executive Session at 8:26 p.m...

Percoski/Lamb

Unanimous

There was no action taken.

ADJOURNMENT

A motion was made by Commissioner Percoski, seconded by Commissioner LaMay to adjourn the regular meeting of the East Windsor Housing Authority at 8:35 p.m.

Percoski/LaMay

Unanimous

Respectfully submitted,

Darlene H. Kelly
Recording Secretary

