

**EAST WINDSOR HOUSING AUTHORITY**  
**REGULAR MEETING – OCTOBER 17, 2011**  
**MINUTES**

**CALL TO ORDER AND ATTENDANCE**

The meeting was called to order at 7:00 p.m. by Chairman Boutin. Commissioners LaMay, Legassie and Percoski were present.

**PUBLIC HEARING**

Proposed base rent increase

To begin the Public Hearing the Chairman read the notice regarding the proposed base rent increase which is as follows:

Single unit	\$140 to increase to \$155
Double Unit	\$155 to increase to \$170

Chairman Boutin explained that the increase in the base rent will not affect the majority of the tenants and that it is necessary in order to meet our necessary expenses and to keep Park Hill a place we can all be proud of.

The meeting was then opened to the tenants to make comments or ask questions. There were no comments or question from the tenants present.

A motion was made by Commissioner Percoski, seconded by Commissioner LaMay to accept the proposed base rent increase and to forward it to CHFA.

Percoski/LaMay

Unanimous

**ADDED AGENDA ITEMS**

There were no added agenda items

**MEETING MINUTES OF:**

**Regular Meeting – September 19, 2011**

The minutes of the regular meeting of September 19, 2011 were reviewed by all commissioners present. A motion was made by Commissioner Percoski, seconded by Commissioner Legassie to accept the minutes of the regular meeting of September 19, 2011 as presented.

Percoski/Legassie

Unanimous

**PUBLIC COMMENTS**

Karen Nasuta, apt. 73 questioned the commissioners present as to whether or not the air conditioner covers were going to be put on this year. The response from the Executive Director was that since the new heat pumps were taking longer to arrive than anticipated, the covers for the air conditioners would be put on as needed.

Richard Frary, apt. 5 brought up the need for outdoor games during the summer months and wanted to know what the status was. The Executive Director told Mr. Frary that she would schedule a meeting with him, the RSC and herself to review his suggestions. There was a general discussion among the commissioners and tenants present regarding games and it was a consensus to see if we could get something going during the winter months along with Roger's Wii bowling league.

**BILLS AND COMMUNICATIONS**

**Check Register – September 15 – October 12, 2011**

The Check register for September 15 – October 12, 2011 was reviewed by all Commissioners present and all questions answered. A motion was made by Commissioner Percoski, seconded by Commissioner

LaMay to accept the check register of September 15 – October 12, 2011 as presented.

Percoski/LaMay

Unanimous

Bank Reconciliation – September, 2011

The Bank Reconciliation of September, 2011 was reviewed by all commissioners present and any questions answered.

### **REPORTS OF THE EXECUTIVE DIRECTOR/RESIDENTS SERVICE COORDINATOR**

The Weatherization and Heat pump project is proceeding and at the writing of this report, the contractor's bids for the work are being reviewed by DSS and CRT. The reason for the delay in the start of this project is that it is a collaborative effort between Department of Social Services, Community Renewal Team and Connecticut Light & Power. We expect the project to begin shortly and all tenants will be advised in writing as to the official start date of the work. A tenant meeting was held last month and was very well attended. Work will begin with the installation of weather stripping in the doors, blower door testing in each apartment, followed by the removal of the existing air-conditioners, the installation of the new pumps and condensers, followed by the installation of additional attic insulation. The Housing Authority's only incurred expense for this extensive project will be to close up the exterior of the air conditioning sleeves on each building. The Housing Authority is currently securing cost estimates on this work. The old air-conditioners are currently being sold to other housing authorities around the state and the proceeds will be used to offset the costs of the necessary carpentry.

We have scheduled another Armed Forces Services Work Day for Saturday, October 22<sup>nd</sup> from 8:00 to 2:00 p.m. It is anticipated that over thirty new recruits from the United States Air Force, Marines and Army will be participating. Planned projects include completion of the painting of the pavilion, park benches, picnic tables, landscaping and gutter cleaning on all buildings. The flag pole will also be painted, however a

large nest of bees has been discovered inside the pole. Hopefully, this can be exterminated so that the pole can be completed. Lunch will be furnished by a local restaurant and we have asked St. Catherine's Church to play their medley of patriotic hymns at lunch time in honor of the recruits.

The tag sale was rescheduled for last Saturday, October 8<sup>th</sup> and attracted a good number of shoppers. Approximately ten tenants sold items and reported a good outcome. Our RSC, Cindy Delaware was able to raise money, selling some donated goods and items cleaned out of our storage shed. The funds will be used for tenant activities and programs.

CL&P provided nine brand new energy efficient refrigerators this past month. One arrived defective and had to be returned. Approximately 50% of the tenant refrigerators have been replaced to date. We hope to receive one more shipment of 10 to 15 more, before the winter.

The Housing Authority is anticipating good news with regard to the CDBG grant application that we submitted in June of 2011. We hope to have a response by the end of November. If granted, we will begin to work with our architect on the contract bidding phase for the new roofs, windows, doors and gutters.

## **RESIDENT SERVICES COORDINATOR**

My daily duties are very diverse. I help the staff with newsletters and handouts as well as organize resident activities. We have a "coffee hour" on Tuesdays and movies once a week in the Community Hall. I also hosted an ice cream social to celebrate Grandparents Day on September 9<sup>th</sup>.

I set up free cell phones for several residents this past month. Safe Link provides the service and I complete individual applications on the website. I have been delivering personal birthday cards to residents from the Park Hill staff, also residents who reach 80 years young are receiving Birthday cards from the White House. It is a nice way to let people know they are appreciated. I also worked on helping with SNAP and Medicare

applications. We are providing residents with an emergency evacuation form to be filled out for the town.

As always, the safety and well being of the residents of Park Hill is my goal.

## **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**

There was no Unfinished Business

## **NEW BUSINESS**

There was no New Business

## **PUBLIC COMMENT**

Karen Boutin took this opportunity to tell the Commissioners and residents present that on Sunday, October 23<sup>rd</sup> the Democratic Town Committee is sponsoring a free pork dinner for all residents of Park Hill. The residents have been requested to call the office so that we can give the committee a head count.

## **EXECUTIVE SESSION**

Pursuant to CGS Section 1-200(6) Personnel and Litigation

A motion was made by Commissioner Percoski, seconded by Commissioner LaMay to go into Executive Session at 7:28 p.m. to include the Executive Director, Jennifer DiMauro.

Percoski/LaMay

Unanimous

A motion was made by Commissioner Percoski, seconded by Commissioner Legassie to come out of Executive Session at 8:30 p.m.

Percoski/Legassie

Unanimous

Action taken: A motion was made by Commissioner Percoski, seconded by Commissioner LaMay to purchase a John Deere tractor with snow blower to replace the Gravelly Trekker.

Percoski/LaMay

Unanimous

## **ADJOURNMENT**

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

Percoski/Legassie

Unanimous

Respectfully submitted,

Darlene H. Kelly  
Recording Secretary

