

East Hampton Housing Authority  
Regular Meeting  
Thursday, December 15, 2022  
Bellwood Court Community Room & Via Zoom

**MINUTES**

**Present:** Chairman Ted Hintz, Ann McLaughlin, Bunny Simko and Shelley Grendzinski

**Not Present:** Terry Concannon

**Call to Order & Pledge of Allegiance**

Chairman Hintz called the meeting to order at 10:00 a.m. in the Bellwood Court Community Room and via Zoom.

**Adoption of Agenda**

A motion was made by Ms. McLaughlin, seconded by Ms. Simko, to adopt the agenda as presented. Voted (4-0)

**Executive Director**

**Brief Update**

This item will be discussed later in the meeting.

**Approval of Minutes**

A motion was made by Ms. McLaughlin, seconded by Ms. Simko, to approve the minutes of the Housing Authority Meeting of November 17, 2022 with a change to Item 6 changing storage unit to empty apartment. Voted (4-0).

**Public Comment**

Barbara Brusseau, 23 Bellwood Court, asked about the blast calls the tenants used to get and if that will be resumed. Mr. Hintz indicated this is being researched.

**Finance**

**Review of Financial Statements & Budget**

Mr. Hintz and Ms. Concannon reviewed the budget and discrepancies and rent overpayments have been corrected. The budget is still being reviewed but is moving in the right direction.

**Review of Bills**

The repairs for the flood damage were covered by insurance minus the \$2,500 deductible. The door at Bellwood to the water room is temporarily repaired. A quote was received for a new door for approximately \$4,000. It will arrive in approximately 4 weeks. The pool table was sold and the money was deposited.

**Community Development Block Grant (CDBG) Update**

No update from the State at this time.

**Continued Business**

**Training (Richard Leco)**

The Commission Training will not be done through Richard Leco. It was very expensive and can be done through another group at a lower cost.

## **New Business**

### **Bylaws**

The members received draft bylaws prepared by the attorney.

A motion was made by Ms. Simko, seconded by Ms. Grendzinski, to adopt the bylaws with a change to the Treasurer section regarding the signatures on checks: the first signature will be the Executive Director and the second signature will be the Treasurer, Assistant Treasurer or Chairman (in that order) and all signatures must be wet signatures. Voted (4-0)

### **Interim Executive Director**

The bylaws indicate the Board can appoint an unpaid Interim Executive Director.

A motion was made by Ms. Simko, seconded by Ms. Grendzinski, naming Theodore Hintz as the Interim Executive Director. Voted (3-0-1) Mr. Hintz abstained.

### **Interim RSC**

Ms. Simko reported that Laura Wheeler will be appointed as the Interim RSC. She will work 16 hours per week. The salary is paid through a grant. Her schedule will be posted at both locations.

### **Interim Maintenance Person**

Chairman Hintz thanked the part-time maintenance person Ed for all of the work he has done over the past couple months.

### **Property Manager/Executive Director**

The members would like to pursue a new Executive Director, not a property management company.

### **2023 Meeting Dates**

A motion was made by Ms. McLaughlin, seconded by Ms. Simko, to approve the 2023 meeting dates as presented. Voted (4-0)

### **Winter Parking**

Mr. Hintz will reach out to the plowing company to see how they would like the cars parked and moved during snow operations and this will be communicated to all residents.

### **Tenant Handbook Review of Unapproved Version**

The Board members will review the unapproved version of a Tenant Handbook that was found. Members will provide their comments and the handbook will be on the next agenda.

### **Policies**

Board members will review Policies that were found in the computer. Once reviewed and approved they will be included with the Tenant Handbook and provided to the residents.

### **Approved Contractors**

A listing of approved contractors will be created for emergency repairs.

### **Vacancy Report**

There are two (2) vacancies. Ms. Simko noted that some of the individuals on the waiting list don't fit the needs for those vacancies related to handicap accessibility and income requirements. There may be two that would fit but background checks need to be done. Ms. Simko discussed advertising the availability of units in January. They discussed a lottery system instead of first come first served.

### **Liaison Reports**

#### **Commission on Aging**

Ms. Grendzinski noted she was appointed to the Commission on Aging but has not yet attended a meeting.

#### **Tenant Commissioner**

Ms. Grendzinski addressed the issue of transportation for those tenants who don't drive. Also, the apartment numbers at Bellwood are not visible enough. The Food Bank was not able to deliver all of the Christmas cards and cookies, but Ms. Simko and Ms. Grendzinski will work on getting the rest delivered. Everyone thanked the board for the Christmas cards.

### **Communications, Correspondence & Announcements**

Ms. Simko noted there was a Fill A Truck event for seniors so there will be gifts for Chatham and Bellwood and they will be distributed.

### **Public Comment**

Sali Parker, 30 Main Street, commented that it is difficult when on Zoom to determine who is speaking without seeing the members. She asked if the documents discussed will be available on the website with the agendas. Also is there a plan to improve handicap accessibility in the apartments.

Barbara Brusseau, commented it doesn't seem appropriate to make more apartments when current bathrooms are not updated.

Linda Nadeua, asked if there is any update on the windows. Mr. Hintz noted they are waiting for two more quotes but the windows are a priority.

### **Adjournment**

A motion was made by Ms. McLaughlin, seconded by Ms. Simko, to adjourn the meeting at 11:00 a.m. Voted (4-0).

Respectfully submitted,

Cathy Sirois

Transcribed from recording