

EAST WINDSOR HOUSING AUTHORITY REGULAR MEETING
JUNE 16, 2014 MINUTES

1. CALL TO ORDER AND ATTENDANCE

The Regular Meeting of the Commissioners of the Housing Authority of East Windsor was called to order at 7:00 p.m. by Chairman Burnham. Present were Commissioners Legassie, DeSousa, Burnham, and Simmons. Absent was Commissioner LeBorious.

2. ADDED AGENDA ITEMS

Suggestion Box added to New Business as item 12A

3. MEETING MINUTES:

Regular Meeting April 21, 2014– The minutes of the Regular Meeting April 21, 2014 were reviewed by all commissioners present. Regarding comments made by Commissioner DeSousa, the following sentence be corrected to: As a board member, I don't care if it's Pauline, John, Mark or her if there is something that is going to come out of somebody's mouth and it's going to affect me and the Board to prevent a lawsuit I will always try to cut it off. I sit here as a volunteer and I can be sued personally so I will always try to cut off the conversation before it gets us in trouble. A motion was made by Commissioner Simmons, seconded by Commissioner Legassie to accept the minutes with stated corrections. The motion passed. In favor P. Legassie, M. DeSousa, J. Burnham, and M. Simmons
Opposed – None

4. FINANCIAL REPORTS

Motion made to acknowledge financials, motion carried.

5. REPORT OF THE FIRST SELECTMAN – None

6. REPORT OF THE TENANT ASSOCIATION BOARD – C. Mills

Ms. Mills reported that the association has had two meetings since the last time the board met. They met on May 20th and discussed a pot luck dinner which was to be held on May 30th. They also discussed donating \$30.00 for flowers and plants for the circle at the entrance of Park Hill. This would be a matching donation with the EWHA. A new coffee pot has been purchased. Tenants would like to be able to lock their screen doors in the evening. It was discussed whether this would be a fire code. We have residents who are willing to start a neighborhood watch. On the meeting on June 10th we discussed how well the Veteran's Dedication Ceremony for Memorial Day went. It was well planned and well attended. We thank Mr. Simmons for his planning and concern for Park Hill Vets. We discussed Chief DeMarco's meeting with us about police procedure and help. It was a very informative meeting. We were told to call early and call often when we are concerned about events here. We had a breakfast on June 13th which we charged \$3.00 a person. We will have pot luck on Friday June 27th. It is open to all residents.

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7. PUBLIC COMMENTS –

George E. #58 – The flag hanging on the wall is in the wrong position.

Commissioner Simmons will have the flag turned.

Sharleen C. #57 –I do want to say something about that day. I was very impressed with you all. John helped with the chairs, I feel like we're coming together finally, the board and the people. Marie stayed and cleaned up afterwards and she vacuumed for us, which is hard for some of us who have been setting up and putting the food out. I wanted to tell you I was very pleased with it all, I thought it went very well and I like the fact that we're coming together finally.

Alice #4 – I want to say to Linda – I'm so glad she is here. I go in to the office and she welcomes us. She talks to us. She is a great person, I'm glad to have her here.

Sharleen C #57 – I do have another question John, about the power washing. Is that going to happen?

Executive Director Collins – I did discuss that at the manager's meeting. I did get 2 quotes that were very pricey so I talked to Darrell and Mike and we are going to do it in house.

8. LEGISLATIVE BILLS AND COMMUNICATIONS

A. RSC Quarterly Report

B. CHFA Quarterly Report

9. REPORT OF THE RSC – Hereto attached as Exhibit A.

10. REPORT OF THE EXECUTIVE DIRECTOR – L.Collins

Hereto attached as Exhibit B.

11. POLICIES AND PROCEDURES

A. Pet Policy Revision

It was proposed changing the word "deposit" to "fee". The board members discussed all aspects of the policy. Commissioner Burnham made motion to grandfather existing tenants in with the current policy and not allow anymore dogs. Commissioner Simmons seconded the motion. In favor J. Burnham and M. Simmons Opposed – Commissioner Legassie and Commissioner DeSousa. Since it was a tie, motion was made to table the subject until the next meeting. Motion carried.

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12. NEW BUSINESS

A. Suggestion Box

Commissioner Burnham presented a suggestion box that he made. It will be opened at the next meeting. Commissioner DeSousa feels the Executive Director should open the box before the meeting so items may be addressed. Commissioner Burnham would like to open the box for the first time at the next meeting.

13. OLD BUSINESS – None

14. EXECUTIVE SESSION

A. Pending Litigation, Tenant Matters

A motion was made by Commissioner DeSousa to go into Executive Session and to invite Executive Director Collins Commissioner Simmons seconded and the motion was duly approved. The Commissioners went into Executive Session at 8:16pm. Motion to come out of executive session at 8:40pm was made by Commissioner Burnham and seconded by Commissioner DeSousa, motion was duly approved. No decisions were made while in executive session.

ADJOURNMENT

Motion to adjourn duly made and approved at 8:41p.m.

Respectfully submitted,

Marisa Prior
Recording Secretary

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EXHIBIT A

Resident Services Coordinator Report

May 2014

The May Park Hill calendar was provided to all residents and delivered to each tenant's apartment unit. Additionally, a copy of such was posted to the community bulletin board located in the community room. The East Windsor Senior Center calendar and Nutrition Site menu was posted to the Community bulletin board as well, along with on-going town events and activities of interest during the month of May.

All regularly scheduled activities continue and are being enjoyed by our tenants. We were able to offer a new program to our residents entitled "Free Pet Pantry". As part of a school project, an Enfield high school student collected pet food, realizing that on a fixed income, in addition to a tough economy, people may be able to use a little assistance in helping to feed their pets. We provided residents the opportunity to register their pets and desired type of food needs in the beginning of the month and distributed the collected pet food at the end of the month. Twelve residents participated in this program and many brought their pets down to the community hall to introduce and meet their pets. The tenants were very appreciative of the variety and quantity of food they received. This program was very well received and we hope to be able to continue to distribute pet food on a quarterly basis.

Of highlight this month was the newest addition to our staff, our Executive Director, Linda Collins. Forty-one people welcomed Linda during a special coffee hour for a "Meet and Greet" held on May 5, 2014.

Also of highlight for residents was the Flag dedication ceremony honoring the veterans of Park Hill. During the month of May, I assisted Pauline Legassie in obtaining some of the background information on our residents for the day's ceremonies. A wonderful day was had by all!

The date for our next free haircutting service and shampoo was secured and scheduled for the upcoming month of June. A sign-up will be made available and posted on the community bulletin board for tenants to sign in on June 1, 2014.

The Town of East Windsor Human Services began taking applications for the State of Connecticut Renter Rebate Program and our residents have been taking advantage of this program. This program provides a one-time yearly payment to renters based on income, rent, and utilities that were paid from the previous year. I meet with tenants regularly and monitored services as needed. Twenty-three letters for the local food pantry were requested and provided.

Respectfully,
Laura J. Clynch

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EXHIBIT B

EAST WINDSOR HOUSING AUTHORITY

Executive Director's Report

June 2014

Management Plan-

The Management Plan has been submitted to CHFA for approval. CHFA requested documentation that the board had approved the new base rent for incoming residents. A copy of the resolution was forwarded to CHFA.

Projects-

Sanitary Survey Compliance Status - An inspection of our water system was conducted in the fall of 2013 by the State of Connecticut Department of Public Health. The report indicates that the storage water tank needs to be inspected and cleaned. It is mandated by the Health Department that this is a requirement every ten years. They have no record that the cleaning was ever completed. I received three quotes for approximately \$3,000 each. Aqua Pump will be doing the work. They are familiar with our system and with the State requirements.

Power Washing- I received two quotes for power washing the exterior of all the buildings. One for \$3,450 and the other for \$3,800. Due to the high cost of having an outside vendor complete this project, The EWHA maintenance staff will be power washing the buildings.

Repair of Light Pole Base Mounts- Two light poles had been damaged by snow plowing. We had the poles repaired and they are scheduled to be reconnected.

Security Camera System- Currently getting quotes to install additional security cameras to monitor the parking areas.

Other Matters-

- I contacted the Office of the Freedom of Information Commission inquiring if the EWHA budget is considered a document that is available to the public. Yes it is; however, it does not need to be posted on line. It will be available upon request at the Park Hill office.
- A monthly deposit for the PILOT program has been in place since February of 2014. The remaining balance for the annual payment due for July 1, 2014, will be paid for from the checking account.

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Vacancies:

We currently have one vacancy. The next person on the waiting list has been notified that that we have an upcoming single vacancy.

Resident Issues:

There continues to be one pending legal issue. In addition, I recently had a discussion with our Attorney regarding another resident issue in which legal proceedings had been initiated. However, EWHA has no evidence that this issue has been resolved. Our Attorney said that he will research the history on this case and get back to me. No response to date.

Capital Needs Assessment-

I am reviewing the Capital Needs Assessment report that was completed in 2013 in order to become more familiar with the needs for Park Hill and upcoming funding for Capital Improvements through CHFA.

Respectfully Submitted,

Linda Collins

Executive Director