

**EAST WINDSOR HOUSING AUTHORITY REGULAR MEETING
JANUARY 17, 2017 MINUTES**

1. CALL TO ORDER AND ATTENDANCE

The meeting was called to order at 7:00 p.m. by Chairman J. Burnham, Commissioners L. Calsetta, A. Chamenko, E. LeBoriosis, and M. DeSousa were present.

2. MEETING MINUTES:

A. Regular Meeting December 19, 2016

The minutes of the Regular Meeting of December 19, 2016 were reviewed by all Commissioners present. Commissioner LeBoriosis made motion, 2nd by Commissioner Chamenko, to approve the minutes as presented. All in favor - Motion carried.

3. ADDED AGENDA ITEMS - None

4. PUBLIC COMMENT – None

5. LEGISLATIVE BILLS - None

6. COMMUNICATIONS - None

7. FINANCIAL REPORTS – December 2016

Motion made to acknowledge financials, motion carried

Motion made by Commissioner DeSousa, 2nd by Commissioner Calsetta to go out of order to 14

14. NEW BUSINESS

a. Maletta & Company – Audit – Jason Geel from the auditing firm Maletta & Co. presented the 2015 & 2016 audit to the Commissioners.

Motion made and duly approved to go back to order.

8. REPORT OF THE BOARD OF SELECTMEN – None

9. REPORT OF THE TENANT ASSOCIATION – Viola Andrews. President

Hereto attached as Exhibit A

10. REPORT OF THE RSC

Hereto attached as Exhibit B

11. REPORT OF THE EXECUTIVE DIRECTOR

Hereto attached as Exhibit C

12. POLICIES AND PROCEDURE

a. Community Hall Rental #12-0004 - Tabled to next meeting

13. UNFINISHED BUSINESS - None

15. PUBLIC COMMENT – None

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16. SUGGESTION BOX - None

17. EXECUTIVE SESSION – None

ADJOURNMENT

Motion to adjourn at 7:59pm duly made and approved.

Respectfully submitted,

Marisa Prior

Recording Secretary

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ATTACHMENT A

PARK HILL TENANT ASSOCIATION REGULAR MEETING January 10, 2017

The meeting was opened at 10:00 a.m. by president Viola Andrews. Officers John Kupisz, vice-president, Jeanne Swicklas, secretary, Jim Palozi, treasurer and Sharleen Craft, member-at-large also attended along with eight resident members.

The minutes from the December 13, 2016 regular meeting were read by Jeanne Swicklas, secretary and were accepted by all in attendance.

Jim Palozi, treasurer gave a report on our treasury. There is presently \$305.16 in our coffee hour fund and \$212.79 in our raffle fund.

Words from Viola Andrews, president:
"Happy New Year everyone.

Our Tenant Association will soon be entering our sixth year. Today I would like to remind our members of all we have accomplished.

Our greatest accomplishment was getting legalized by the State of Connecticut. This was done under the leadership of our founding president Carmela Mills and took almost three years to do.

Many of our tenants don't always attend our monthly meetings but, when called on to help, have been there. Some examples of this are:

1. The writing of letters to our selectmen and attending town meetings to vote on the transfer of seven acres from Town Hall to Park Hill.
2. Letters written by residents that were enclosed with the application for the Small Cities Grant needed to upgrade laundry rooms, fire alarm systems and a new generator.
3. Attendance at the board meeting when the issue of changing to town water was discussed. Letting our board know that this was something we were totally against.
4. Attending our Meet and Greet with new First Selectman Bob Maynard on December 17, 2015 and attending the tenant party on March 11, 2016 that included all selectpersons and Our Park Hill board.
5. Our tenants' huge support of Operation Gratitude for our veterans. Packages and letters have been sent every month since it started.

The Park Hill Tenant Association Reach Out Program has touched the lives of many of our tenants:

1. Forty-seven Get Well and bereavement cards, signed by many members, were sent to those who needed them.

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2. A welcome letter from the Tenant Association that includes two free coffee hour coupons is enclosed with lease packages for new tenants.
3. Operation Gratitude for veterans continues to be a great success.

The Park Hill Tenant Association has also started many activities for tenants:

1. In warmer months we have a walking club and a horseshoes club.
2. WII bowling was started to fill in weekends that offer nothing going on here.
3. We are presently planning a table pool club to start in January.
4. Pot luck suppers monthly and special parties every few months.

Our greatest success has been learning to work with our Director, Linda Collins and our Housing Authority Board. We are more open to what they say and they are more open to what we have to offer.

I have often said that our Housing Authority Board and our Director, Linda, even though she works here, do not live here. We, as tenants, are the only ones who can say what is needed. We are also the only ones who can bring problems to the attention of our Director, Linda, and our Housing Authority Board.

We have accomplished so much and will accomplish more in the coming year. Thank you all".

President Viola Andrews then opened the floor to comments.

All agreed that this was a good speech and should be sent out to residents.

John Kupisz, vice-president felt that we should press again on the subject of speed bumps and stop signs. Laverne Calsetta stated that we would be getting cameras. This will be brought up at the Director's meeting.

Sharleen Craft, social director stated that there is enough money in the coffee hour funds to have some kind of party in February or March. We all voted to do this in March.

Sharleen Craft also asked about using \$40 a month for raffles instead of \$30 a month. We all voted that this would be okay.

President Viola Andrews closed the meeting at 10:21 a.m.

Respectfully submitted by,
Jeanne Swicklas
Secretary

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ATTACHMENT B

**Resident Services Report
East Windsor Housing Authority
January 2017**

Resident Activities

On December 15, 2016 the Annual Holiday party was held in the Community Hall. The Holiday party was a great success. The residents and staff worked well together to make it a great success. The food was provided by Geissler's and some of the residents made delicious food. DJ James Roberson provided the entertainment and many residents enjoyed dancing to the music. The highlight of the party was when the Boy Scouts and Girl Scouts sang Holiday songs. The staff received very positive feedback stating it was one of the best Holiday parties.

Coffee hour is scheduled every Tuesday morning from 9am-10am and continues to be a popular event. It's a great time for the residents to get together just to socialize.

Community Programs

The Visiting Nurse Association (VNA) held its monthly Wellness Clinic at Park Hill on January 10th and approximately 5 residents participated.

The VNA continues to provide free monthly wellness clinics that include blood pressure and blood sugar screening as well as medical referrals if requested.

The Town of East Windsor Human Services came on January 12th to assist the residents with applying for Energy Assistance. The Energy Assistance Program provides the residents with financial assistance by reducing their monthly utility bill. The staff also assisted by providing documentation that is required for this program.

Upcoming Services and Events

On January 26, 2017 at 1 pm Danielle Hebert from Way to Go CT will be here to discuss transportation options for the residents. Way to Go CT offers information about all types of transportation for the State of CT which includes free and for fee transportation services.

I've been in contact with Susan Wilk from Intercommunity Recovery Center who provides Outreach to folks who suffer from depression and other mental illnesses. She will be doing a presentation February 14, 2016 at 1 pm on How To Achieve a Healthy Lifestyle.

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Services and Referrals

I assisted several residents with renewals for programs with the Department of Social Services (DSS) such as SNAP, Medicare Savings Program.

Several Home visits have been made throughout the month to introduce myself to residents and assist with specific issues and continue follow up visits as needed.

I have notice that it appears the residents are getting to know me better and are reaching out for assistance. One Welcome Packet was distributed and the new resident said she will contact me later this month.

Respectively Submitted,

Jeannine Henneberger, RSC

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ATTACHMENT C

EAST WINDSOR HOUSING AUTHORITY

Executive Director's Report

January 2017

Management-

Maletta & Company will attend our Board meeting on January 17th to discuss the audit. This will give the Commissioners an opportunity to ask questions and review the entire report.

The Police Department continues to assess the issue with people who speed and run stop signs when driving through the property. A final report is scheduled to be presented to the Police Commission in February. In the meantime, I will be attending the Commission meeting on January 11th to hear if there are any updates.

On January 3rd, Marisa Prior, our Executive Assistant gave a training on the redetermination of a residents' rent amount effective July 1st. This is an annual process that is State mandated. Marisa reviewed the documentation that the residents need to bring to the office when they have their appointment scheduled for February or March. Several residents attended and they were very appreciative that Marisa was very thorough with her presentation and also answered many questions.

On Thursday, January 5th I met with Carol Martin the Executive Director who oversees the Fairfield and Westport Housing Authorities. Currently, one of the Fairfield properties, Pine Tree, is being redeveloped from 38 one bedroom and efficiencies for the elderly and non-elderly disabled to a mix population including 50 units with a combination of one and two bedrooms. Jenifer Svelnys from the "Housing Developing Team" who is providing technical assistance for our anticipated improvements to Park Hill and the development of the seven acres was able to meet with us as well. Along with a tour of Pine Tree, Carol shared with us how the property was financed using tax credits and other state funds available for capital improvements. Jenifer and I will be working on a schedule of "next steps" for our projects.

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Projects:

Water System

Due to back orders on parts for the new panel that will be servicing our well water system, Aqua Pump is now scheduled to begin the repairs on our well water system within the next few weeks. The repairs include replacing the panel, pressure tanks, and the pump motors. It is anticipated that there may be some interruption of water going into the apartments from 2-4 hours during the time that the repairs are being completed. Once I have a definite date and time, the residents will be notified.

Other Matters:

Maintenance

Sarah Prestwich has been hired as our new part-time maintenance laborer. Her first day at Park Hill was Friday, January 6th. Sarah has several years' experience working in the maintenance field; most recently she worked for the Park and Recreation Department for the Town of East Windsor. Welcome, Sarah!

On Thursday, January 19th at 1:00 pm management will be hosting a retirement party in the Park Hill community room for Mike Provencher. All residents and commissioners are invited.

Critical Needs Funding

The application for replacing the sidewalks has been submitted and is now being reviewed by the Connecticut Housing Finance Authority. If approved, the actual work would begin in the Spring of 2017.

Small Cities Grant

DEF Services Group, the general contractor hired to oversee the projects under the Small Cities Grant will keep us informed of a start date once we are past the winter months.

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Matching Funds Grant

The application for this grant is pending. I recently applied for state funds available to Housing Authorities that have been awarded funding from other grant programs such as the Small Cities Grant funds. The projects include replacing all the apartment front and back door exterior lights, four new security cameras, automating the two interior doors to the community room for easier accessibility and constructing an overhang for the front entrance of the community hall building to prevent the rain and snow from falling on people when entering the building.

Vacancies

There is one vacancy. We have someone scheduled to move in within the next couple of weeks.

Respectfully Submitted,

Linda Collins

Executive Director