

**EAST WINDSOR HOUSING AUTHORITY SPECIAL MEETING
MARCH 20, 2017 MINUTES**

1. CALL TO ORDER AND ATTENDANCE

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

2. MEETING MINUTES:

a. Regular Meeting February 21, 2017

The minutes of the Regular Meeting of February 21, 2017 were reviewed by all Commissioners present. Commissioner DeSousa made motion, 2nd by Commissioner Calsetta, to approve the minutes as presented. All in favor - Motion carried.

3. PUBLIC COMMENT - None

4. LEGISLATIVE BILLS - None

5. COMMUNICATIONS - None

6. FINANCIAL REPORTS – February 2017

Motion made to acknowledge financials, motion carried

7. REPORT OF THE BOARD OF SELECTMEN – None

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

Hereto attached as Exhibit A

9. REPORT OF THE RSC - Hereto attached as Exhibit B

10. REPORT OF THE EXECUTIVE DIRECTOR - Hereto attached as Exhibit C

Executive Director Linda Collins did discuss getting approval on the Critical Needs Funding from CHFA for the replacement of the sidewalks at Park Hill. Per CHFA's request we would have to contribute \$10,120.06 towards the project. All commissioners approved the contribution of \$10,120.06.

11. POLICIES AND PROCEDURE - None

12. UNFINISHED BUSINESS - None

13. NEW BUSINESS

a. Preliminary 2017/2-18 Budget – Executive Director Linda Collins distributed the preliminary budget to all commissioner present. There was a brief discussion. Executive Director Collins will present a narrative with the 2017/2018 Budget next month.

14. PUBLIC COMMENT

Sharleen Craft – Asked if someone could but chicken wire or something under the pavilion to keep the birds out.

Jan Sedor – Why does the study of road have to wait so long?

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15. SUGGESTION BOX - None

16. EXECUTIVE SESSION

ADJOURNMENT

Motion to adjourn at 7:48pm duly made and approved.

Respectfully submitted,

Marisa Prior

Recording Secretary

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ATTACHMENT A

PARK HILL TENANT ASSOCIATION REGULAR MEETING
March 21, 2017

The meeting was opened at 9:50 a.m. by president Viola Andrews. Officers Jeanne Swicklas, secretary, Jim Palozi, treasurer and Sharleen Craft, member-at-large also attended along with nine resident members. Director Linda Collins was also invited and in attendance.

The minutes from the February 14, 2017 regular meeting were read by Jeanne Swicklas, secretary and were accepted by all in attendance.

The finance report for February 8, 2017- March 20, 2017 was read by Jim Palozi, treasurer and was accepted by all in attendance.

President Viola Andrews stated that she wanted to cover some important issues discussed at the February 21, 2017 Housing Authority board meeting.

The matching funds grant was approved for \$53,329.32. This grant will provide for the replacement of front and back door lights on apartments, four security cameras, automating the two interior doors to the community room and an overhang for the front entrance to the community hall building. These projects must be completed within one year.

The most important issue that was discussed was Park Hill considering going with a mixed population to get funding from the state.

President Viola Andrews stated that the only Housing Authority board member who seems to be against this is Chairman John Burnham. Viola Andrews checked out towns in our area to find out which towns offered conglomerate or assisted living facilities. East Windsor and Ellington were the only towns that didn't. When she asked our board if they knew this they didn't seem to. She also asked if this might be a way to get special appropriation funds from the state. Director Linda Collins said she would look into it.

Chairman John Burnham also said, as he has often said, that before anything is done we need to get a survey to give us more information about where we can build. The main reason against this proposal has been the cost which could range from \$5,000 to \$10,000.

Jennifer Svelnys from the Housing Development Team, who provides technical assistance for our improvements to Park Hill and development of the seven acres has been working with an architect on options for a predevelopment plan that includes architectural planning. The architect also suggested a zoning survey be done. John Burnham has been right about a survey being needed.

President Andrews then opened the floor to comments concerning family housing. There was much discussion about this. Most attendees were concerned about things including how it would work and what the layout would be, where the current tenants would live, would rent be raised if we were forced to move up the hill and the size of family units. Director Linda Collins explained that it was still in the planning stages, that rents

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would not necessarily be raised, that family units would be limited to two bedrooms and that we are still working under the resident participation plan.

President Viola Andrews then took back the floor to discuss the coming up elections. In March election notices for people who want to run or nominate someone to run for office will go out. In April election voting ballots will be sent out. Hopefully, we will get people interested in these positions to sign up. The five positions are president, vice-president, secretary, treasurer and member-at-large. She then asked if anyone there was interested in running and got the following replies:

President- Viola Andrews

Vice-president- Jeanne Swicklas

Secretary- Alice Samson

Treasurer- Jim Palozi, Pauline Legasse

Member-at-large- Sharleen Craft

In May, officers will be installed.

Director Linda Collins then brought up the fact that she would like us to do something different with the money currently kept in the office. We discussed putting it in a bank or having Pauline Legasse take care of it. The discussion was tabled until our April meeting.

The floor was then opened for additional comment.

Sharleen Craft, social director stated that our next pot luck supper is on March 31, 2017 and that the April 28, 2017 pot luck supper will have an international theme. She suggested having a sign-up sheet so we can sign up for different nationalities.

Sharleen also stated that at coffee hour the week before Easter there will be an Easter hunt and egg coloring. She invited everyone to bring children on that day.

Joanna Dube stated that a Victorian tea will be held on April 8, 2017 at 2:30 p.m.

The meeting was closed at 10:55 a.m. by Viola Andrews, president.

Respectfully submitted by,
Jeanne Swicklas
Secretary

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ATTACHMENT B

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

Resident Activities

10 to 12 residents continue to attend the Tenant Association's Coffee Hour on Tuesday mornings from 9am-10am. Wednesday's Bingo from 1-3 p.m. continues to be a popular event for the residents.

The monthly Pot Luck Supper was held on February 24th in the Community Hall and about 20 residents attended.

Wii bowling has started on Saturdays in the Community Hall at 1pm. Some of the residents are utilizing this time to get out their apartments and have some fun together

Community Programs

The Visiting Nurse Association had to cancel its March 14th wellness clinic because of inclement weather. It will resume on April 11th.

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

Susan Wilks from Intercommunity Recovery Center who provides outreach to folks who suffer from depression and other mental illnesses did a presentation on February 14th at 1 pm and about 3 residents. Ms. Wilks is willing to home visits for those who are requesting counseling.

Heather Bale who is the Community Liaison for Fresh River Health Care meet with Park Hill Staff on February 23th to discuss the services that may benefit Park Hill Residents. She will be coordinating an event in the near future that will include the Senior Center. One of the ideas would be to have a SPA DAY. We are looking forward to working with her.

Upcoming Services and Future Events

On April 27th at 1pm there will be a special Nutrition Bingo and prizes will be awarded. The purpose of this Bingo is to provide basic information about good eating habits.

The Town of East Windsor will be turning Two Hundred and Fifty years old and along with that Park Hill will be turning Fifty Years Old in 2018. The staff at Park Hill will be working with the residents strategically to have them involved in programs for these special events

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Services and Referrals

I assisted several residents with Food stamps and Medicaid Applications. Home visits and well checks continue throughout the month to ensure residents are safe and getting the services they need.

Respectively Submitted,

Jeannine Henneberger, RSC

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ATTACHMENT C

EAST WINDSOR HOUSING AUTHORITY

Executive Director's Report

March 2017

Management-

The East Windsor Chief of Police is currently working on a final report to present to the Police Commission with recommendations on how to address the issue of people speeding through Park Hill and not obeying the stop signs. I will be notified when the report is completed.

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 is continuing to work on the options for a predevelopment plan including architectural plans. I'll have more information for the April Board of Commissioners meeting.

On Friday February 17th our CHFA Asset Manager, Penny Fisher met with me and our Executive Assistant to review the new accounting format for the budget and financials. The proposed budget will be presented to the Commissioners at the April Board meeting.

Projects:

Water System

The upgrades to our well water system will take place on Tuesday March 21st. The residents have been notified that there will be an interruption with the water throughout the property including the laundry rooms and to please plan accordingly.

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Other Matters:

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.

Matching Funds Grant

The application for this grant has been approved for \$53,329.32. 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. The cameras and lighting fixtures have been ordered.

Vacancies

There are four pending vacancies. We currently have approximately forty people on our waiting list.

Respectfully Submitted,

Linda Collins, Executive Director