

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

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**1. CALL TO ORDER AND ATTENDANCE**

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

**2. MEETING MINUTES:**

a. Regular Meeting June 19, 2017

The minutes of the Regular Meeting of June 17, 2017 were reviewed by all Commissioners present.

Commissioner DeSousa made motion, 2<sup>nd</sup> by Commissioner Calsetta to approve the minutes as presented. All in favor - Motion carried.

**3. ADDED AGENDA ITEMS**

Motion made and duly approved to add Security Deposits as 11A to Policies and Procedures, to add Conn-Nahro Convention as 13A to New Business, and to add Personnel Issues as 16A to Executive Session.

**4. PUBLIC COMMENT –**

Viola Andrews 25 Park Hill, Viola asked what was going to happen to the gazebo in her area. Executive Director Collins did let her know that it would be moved this week.

**5. LEGISLATIVE BILLS - None**

**6. COMMUNICATIONS - None**

**7. FINANCIAL REPORTS – June 2017**

The RSC account was discussed and decided that it will be reviewed in two weeks if funding is not received from the state. Motion made to acknowledge financials, motion carried.

**8. REPORT OF THE BOARD OF SELECTMEN – None**

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

Viola read the minutes from their July 11, 2017 meeting. (Hereto attached as Exhibit A) Commissioner LeBorious asked if there was a treasure's report and what the balance was. Viola did state that the information was available to the residents. Executive Director Collins did mention that she has worked with tenant associations in the past and they have always reported what funds they have in their minutes and distributed their minutes to all the residents. Viola stated that the books are available at any time to any resident. Commissioner Burnham suggested they contact Penny Fisher from CHFA regarding what they should be reporting.

**10. REPORT OF THE RSC - Hereto attached as Exhibit B**

Commissioner DeSousa asked what the status was regarding establishing an on-going Alcoholics Anonymous meeting. Executive Director Collins stated that the RSC has had difficulty in getting this established but has reached out to another agency that is available for one-on-one confidential counseling for alcohol and substance abuse.

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**11. REPORT OF THE EXECUTIVE DIRECTOR** – Hereto attached as Exhibit C

**12. POLICIES AND PROCEDURE:**

a. Security Deposit - Executive Director Collins presented the board with a proposed Security Deposit Policy. Some suggestions were made. Executive Collins will update for next meeting.

**13. UNFINISHED BUSINESS - None**

**14. NEW BUSINESS –**

a. Conn-Nahro Convention – Executive Collins report to the commissioners the dates and expense of the convention. They all agreed that Linda and Marisa would be the only ones attending this year.

**15. PUBLIC COMMENT - None**

**16. SUGGESTION BOX - None**

**17. EXECUTIVE SESSION –**

a. – Personnel Issue

Motion made and duly approved to go in to executive session at 8:11pm and to include Executive Director Collins. Motion made and duly approved to come out of Executive Session at 8:25pm.

Motion made to adjust office hours and any expenses related to the adjustment. Motion Carried

**ADJOURNMENT**

Motion to adjourn at 8:26pm duly made and approved.

Respectfully submitted,

*Marisa Prior*

Recording Secretary

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**ATTACHMENT A**

**PARK HILL TENANT ASSOCIATION REGULAR MEETING**

July 11, 2017

The meeting was opened at 10:00 a.m. by president Viola Andrews. Officers Jeanne Swicklas, vice president, Alice Samson, secretary and Pauline Legasse, treasurer also attended along with six resident members.

The minutes from the June 13, 2017 regular meeting were read by Alice Samson, secretary and were accepted by all in attendance.

The finance report for the month of June was read by Pauline Legasse, treasurer and was accepted by all in attendance. Pauline also stated that our money has been placed in the Eagle Credit Union.

President Viola Andrews stated that we have enough money to have a special event. She stated that we've had ice cream socials, pizza parties and a strawberry festival and she asked for ideas of what to do now. She suggested having a D-jay at a pot luck supper. It was suggested we have hot dogs and hamburgers on the grill or keep saving for one big event. The final decision was tabled for now.

**Words from our President**

President Viola Andrews reported on the issues covered at the June 19, 2017 Housing Authority board meeting. The East Windsor Board of Selectmen has approved our request that our PILOT payment remains at 7%. The Housing Authority board was happy about that decision.

She also reported that our director, Linda Collins spoke to Bob Leach about asking for assistance from the Boy Scouts with the bird dropping situation at the Park Hill pavilion. John Burnham felt the best solution would be to use wooden pine sticks that would look good and also take care of the problem.

President Andrews went on to report on work that is being done here at Park Hill. The building inspector and fire marshal inspected the wiring and main panel for smoke alarm devices and okayed them.

The installation of four security cameras is complete. One camera is positioned to view cars coming into Park Hill. Another checks the road leading to the top of the property and includes the stop sign that is of great concern because of people not stopping there.

Our director, Linda Collins attended the police commissioner's meeting. There will be no speed bumps here but town stop signs will be put up so laws regarding speeding can be enforced. Also speed limit signs will be placed throughout Park Hill.

President Andrews then opened the floor for tenant comments.

Laverne Calsetta suggested having a mini bake sale to raise more money for events.

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Pauline Legasse reported on getting hearing aids at Miracle-Ear. The price depends on how much you make a month. She brought in booklets to pass around with great information.

The pot luck supper for this month is on July 28, 2017.

The meeting was closed at 10:47 a.m. by Viola Andrews, president.

Respectfully submitted by,  
Alice Samson  
Secretary

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**ATTACHMENT B**

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

**Resident Activities**

The residents continue to enjoy Coffee Hour every Tuesday morning from 9am to 10am and approximately 10 to 12 residents attend this weekly event.

The next Pot Luck Supper will be held on July 28th at 5 pm. This is a popular social event.

The residents have completed stuffing envelopes with invitations for the upcoming celebration of the East Windsor 250<sup>th</sup> anniversary in 2018. Many thanks to the volunteers who took on this huge project.

We continue to have Bingo every Wednesday. There are approximately a dozen residents that participate every week.

The monthly calendar is be prepared and distributed to each household.

**Community Programs**

Food share has a mobile truck that continues to distribute free food from the Saint Catherine's parking lot every other Friday. Several of our residents participate with this program.

The Visiting Nurse Association provides a monthly free blood pressure and blood sugar screening at Park Hill. Seven residents participated for the month of June.

The Senior Farmers' Market Nutrition Program has been eliminated this year due to the state budget cuts. All Park Hill residents have been notified.

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**Upcoming Services and Future Event**

On July 20<sup>th</sup> from 12:30-2pm Park Hill residents have been invited to a Spa Day in conjunction with the East Windsor Senior Center coordinated by Heather Bale, Community Liaison from Chestnut Point. This event will take place at Fresh River Nursing Facility some of the events that will be taking place are Reiki, Massage Therapy and Manicures.

Some of the events over the next few months that are going to be held in Park Hill's Community Hall will be Money Management and How to Be Prepared for A Natural Disaster. I will be presenting a program on Money Management and a representative from Eversource will discuss preparing for a natural disaster.

**Services and Referrals**

I assisted several residents with Food Stamps, Medicare, Assurance Wireless, and other various entitlement programs that the residents benefit from. 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**

**July 2017**

**Management-**

The annual Park Hill budget for 2017-2018 effective July 1, 2017 has been approved by the Connecticut Housing Finance Authority (CHFA).

We were recently notified that we were awarded \$22,800 for the RSC Grant for this fiscal year beginning July 1<sup>st</sup>. This is wonderful news; particularly in light of the proposed cuts in the state budget. Actually there was a \$350 increase from last year and therefore able to increase the hourly wage by 46 cents.

The annual PILOT payment to the Town of East Windsor has been paid in the amount of \$24,544.88. This is 7% of the total annual income, less vacancy loss minus utilities for the 2016-2017 fiscal year.

**Other Matters:**

Our Executive Assistant, Marisa Prior is involved with a local Girl Scout Troop and has asked the leader if there would be an interest in having the scout(s) help us with the issue of the birds perching under the pavilion. We would provide the materials and they would secure the slats of wood. They would be more than willing to help us out if there are any scouts that are capable and available to work on this project. As a backup plan, our maintenance staff can do the work as well.

**Projects:**

**Critical Needs Funding**

The replacement of the sidewalks is basically completed. There are a few punch list items that need to be addressed such as raising the catch basins on the first level, replacing the damaged light pole and repairing some cracked areas. Also, there will be a few additional items. Handrails will be installed in areas that have a steep slope on the edge of the sidewalk and widening the sidewalk entrance to the third level laundry room.

**Small Cities Grant**

The interior wiring for the fire alarm systems is complete. The electricians are now installing the devices and then they will need to program and test the system.

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The renovations for the laundry rooms have started. While digging for the expansion for the first level laundry room, it was discovered that the water pipes are currently where the new foundation would be poured. Aqua Pump, our contractor for our well system has been asked to give their input with how to ensure that the pipes remain accessible should there be an underground issue with our system. This will most likely require a change order and an additional expense. Fortunately, we are under budget and be able to resolve this without it being too costly.

The new replacement generator is on order.

**Matching Funds Grant**

In my last Board report I mentioned that the \$15,134 incentive payment from Eversource has been processed and ready to be mailed. Since then, I received a call from Eversource that they needed additional documentation regarding the light fixtures. This has been provided and we should be receiving payment shortly.

**Fence Repair**

"Fence One" from Ellington has been notified that we can now schedule the fence repairs. The cost will be \$825

**Vacancies**

We are at 100% occupied and no pending move outs.

Respectfully Submitted,

*Linda Collins,*

Executive Director