

**EAST WINDSOR HOUSING AUTHORITY REGULAR MEETING  
SEPTEMBER 18, 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 L. Calsetta, A. Chamenko, and M. DeSousa were present. Commissioner E. LeBorious was absent.

**2. MEETING MINUTES:**

a. Regular Meeting August 21, 2017

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

**3. ADDED AGENDA ITEMS - None**

**4. PUBLIC COMMENT – None**

**5. LEGISLATIVE BILLS AND COMMUNICATIONS –**

a. Commissioner DeSousa stated that the state budget may be vetoed by the governor. She wanted to know the status on the RSC funding. Executive Director Collins did say that she just submitted for the 2<sup>nd</sup> payment and no reason to think that we would not get it. Commissioner Burnham asked how much we had left to fund the position. Executive Director stated that we have enough to cover the position through the month of September. Executive Director will contact the Department of Housing to check on the status of the program.

**6. FINANCIAL REPORTS – August 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**

Viola read the minutes from their September 12, 2017 meeting. The resignation from the secretary and a memo and by-laws were all distributed to the commissioners (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**

**11. POLICIES AND PROCEDURE - None**

**12. UNFINISHED BUSINESS - None**

**13. NEW BUSINESS – None**

**14. PUBLIC COMMENT- None**

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**15. SUGGESTION BOX - None**

**16. EXECUTIVE SESSION – None**

**17. ADJOURNMENT**

Commissioner Chamenko made motion, 2<sup>nd</sup> by Commissioner DeSousa to adjourn at 7:38pm.  
All in favor - Motion carried.

Respectfully submitted,

*Marisa Prior*

Recording Secretary

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**ATTACHMENT A**

## **EAST WINDSOR HOUSING AUTHORITY REGULAR MEETING SEPTEMBER 18, 2017 MINUTES**

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### The Park HILL TENANT ASSOCIATION REGULAR MEETING September 12, 2017

The meeting was opened at 10:00 a.m. by President Viola Andrews. Officers Jeanne Swicklas, vice president, Pauline Legassie, treasurer and Sharleen Craft, member-at-large also attended along with six resident members.

President Viola Andrews reported that Alice Samson, secretary resigned as of August 21, 2017 due to health problems and Jeanne Swicklas, vice-president will act as secretary until another one is found and voted in.

The minutes from the August 8, 2017 regular meeting were read by Jeanne Swicklas, vice-president and were accepted by all in attendance.

### Words from our president

President Viola Andrews reported on some issues discussed at the August 21, 2017 Housing Authority board meeting.

Director Linda Collins, the Chief of police and the Director of public works will schedule a date to meet at Park Hill to review where new pedestrian signs will be installed.

The panel for the well water system that had been damaged by lightning has been repaired at a cost of \$6,704.63. A claim has been submitted to our insurance company.

Our maintenance staff removed birds nests, power washed and installed mesh wire to stop birds from nesting at our pavilion. Residents are now able to enjoy this area.

Eversource has processed and mailed the \$15,134 incentive payment for the Matching Funds Grant. This will be used for the front entrance overhang and automated interior doors at the community hall.

Director Linda Collins requested replacement of our phone system because our system is old and messages aren't always received. The Housing Authority board members okayed \$3,000 for a new phone system.

Everyone has received a copy of the Park Hill Tenant Association by-laws. Thank you to Pauline Legassee and Laverne Calsetta for printing them and to Butch Willis for delivering them. Asking for suggestions or ideas was tabled until after the Director's meeting.

Kim Pietroragio from Tovah, Inc. will attend the Director's meeting on September 14, 2017 at 10:00 a.m. Kim assisted with the organizing of our tenant association and the forming of our by-laws. She will let us know of any changes in state guidelines that will affect our by-laws and will answer any questions we have. This is a very important meeting. Please attend and bring your copy of the by-laws.

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President Viola Andrews thanked Sharleen Craft, social director for all she does to make our social events so successful. She does all the shopping for coffee hour, raffles and planning of pot luck suppers and social events along with organizing set-up and clean-up of these events.

President Viola Andrews then opened the floor to tenant comments.

Jeanne Swicklas, vice-president reported that we will be having a pot luck supper on September 29, 2017.

The pot luck supper at the end of October will be our Halloween event for this year and will be the last pot luck of the year.

We are moving right along with the planning of the Craft and Bake sale that will be held on November 4, 2017.

Jim Palozi asked why we are going to a card system for the laundry room machines. Viola Andrews explained how it will work.

The meeting was closed at 10:38a.m. by Viola Andrews, president.

Respectfully submitted by,  
Jeanne Swicklas  
vice-president

Sent from my iPad

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Aug. 21, 17"

I Alice Samson as of this  
date 8-21-17 resign as secretary  
from the Tenant Assoc. because  
of health problems. I am very  
sorry for the inconvenience.

Alice M. Samson.

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To all residents of Park Hill:

When you move into our community, you automatically become a member of the Park Hill Tenant Association. You don't need to sign up and no fees are required.

The purpose of the tenant association is improving issues that affect all residents, initiate activities and to act as liaison between residents and management.

The association is not political. Our function is to work for all tenants to make our community a safe and happy place to live.

The association is sending each resident a copy of the Park Hill Tenant Association by-laws. The association is required every three years to review our by-laws and make any changes that may be needed.

Please read the Park Hill Tenant Association by-laws. If you see something you think needs changing or if you have an idea that you think may improve them, please come to our next tenant association meeting. This meeting will be held in the community hall on Tuesday, September 12, 2017 at 10:00 a.m. right after coffee hour.

The tenant association has worked hard to improve our community and has initiated many activities.

Please save these by-laws, come to our meetings, be an active member and have a say in what happens here.

Thank you,  
Viola Andrews, president  
Park Hill Tenant Association

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**PARK HILL TENANT ASSOCIATION - EAST WINDSOR HOUSING AUTHORITY  
BYLAWS**

**ARTICLE 1: ORGANIZATION**

The name of the ASSOCIATION shall be The Park Hill Tenant Association. It shall be comprised of the residents (the "Membership") and an elected Tenant Association Board (the "Board"). It will be a not-for-profit Association constituted and established under the laws of the State of Connecticut. The address of the Park Hill Tenant Association is 1A Park Hill, Broad Brook, CT 06016.

**ARTICLE 2: PURPOSE**

The purpose of the ASSOCIATION is to improve the quality of life and expand opportunities for the residents of the community. The ASSOCIATION BOARD shall be empowered to represent all residents on:

1. Issues and concerns generally affecting them and their community.
2. Activities that improve the quality of life; economic stability, educational, health and wellness and recreational opportunities;
3. Revitalization initiatives; and
4. To act as a liaison between the residents and management.

**ARTICLE 3: MEMBERSHIP**

All resident leaseholders who are in good standing shall be members of the Association and shall have full voting rights.

**ARTICLE 4: MEMBERSHIP MEETINGS**

Regular Membership Meetings shall be held monthly on the second Tuesday of the month beginning at 10:00 a.m. in the Community Room.

Meetings are open to residents only. Attendance by the Executive Director, Housing Authority Commissioners and any other non-resident will be permitted by invitation by the Tenant Association.

Special Meetings may be called at any time by the Board. Reasonable notice shall be given to all members.

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**ARTICLE 5: TENANT ASSOCIATION BOARD**

**Composition**

The Board shall consist of five members elected by the membership. The Board Officers will include President, Vice-President, Secretary, Treasurer and Member at Large.

**Terms of Office**

The Board members shall be elected on an annual basis in April.

**Procedure for Nominations**

- a. Nominations for the Board members shall be opened to all members thirty days before the election.
- b. Nomination forms will be provided to all members.
- c. All nominees must agree to serve if elected.
- d. Nominations must be received at least five days before the election in order to be placed on the ballot.
- e. A slate of candidates will be distributed to all members ten days prior to the election.

**Voting Procedure**

- a. On the day of the election, all eligible members in good standing will be provided with a ballot and be permitted to cast a vote for each of the five officer positions.
- b. No member may cast more than one vote for any candidate.
- c. The candidates who receive the most votes for each position will be the new Board members.
- d. Accurate records shall be kept for all elections and will be made available for review and inspection.

**Vacancies**

- a. Any vacancy on the Board may be filled by special election at the next regular membership meeting after the vacancy occurs.
- b. In the case of special elections, all nominations shall be made from the floor.
- c. In the case of a vacancy of the President, the Vice President shall assume the President's duties until an election is held to fill the vacancy on the Board.

**Removal of a Board Member**

- a. A member of the Board who has been absent from three consecutive meetings without

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excuse shall automatically be removed unless a majority vote of the Board members decides otherwise.

- b. A member of the Board may be removed for good cause by a 2/3 vote of all members present at a duly constituted membership meeting. The member being removed shall be entitled to a written notice stating the grounds for removal at least five days in advance of the meeting, and shall have the opportunity to be heard before the membership.

### ARTICLE 6: BOARD OFFICER DUTIES

#### President

- Shall preside over Board and membership meetings, represent the Tenant Association in all matters, appoint heads of committees and temporary committees.
- Make sure an agenda is available at each meeting for all members;
- Conduct meetings from prepared agendas;
- Shall attend all East Windsor Housing Authority Commissioner Meetings to provide a monthly report of activities and voice all concerns of the resident community.
- Lead the Tenant Association in encouragement and promotion of resident participation in activities of the Housing Authority, the community and the neighborhood;

#### Vice-President

- Shall assist the president in carrying out his/her duties, perform those duties when the president is absent, and assume those duties should the president become incapacitated or resign until new elections are held.
- Act as assistant to the President in all duties and assignments;
- Present monthly reports in the absence of Secretary and/or Treasurer.

#### Secretary

- Shall record all minutes of Board and membership meetings, make the Board report at membership meetings.
- Execute roll-call;
- Keep all minutes in a binder (by year) and bring them to all meetings;
- Create the announcement flyer for the monthly Tenant Association meeting;
- Read aloud or present copies of previous month's minutes for approval;
- Record meeting minutes, post and submit a copy to residents on a monthly basis;
- Complete, and maintain copies of all resolutions;

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**Treasurer**

- Shall receive funds, pay bills, and report to the membership on the financial status of the Tenant Association.

**Member at Large**

- Attend board meetings and tenant association meetings.  
Assist board members with all responsibilities associated with the operation of the Association.

**ARTICLE 7: COMMITTEES**

The Board shall establish as many committees as are needed to conduct its business. The heads of these committees shall be appointed by the President and will report activities at meetings of the Board.

**ARTICLE 8: TENANT ASSOCIATION BOARD MEETINGS**

- Meetings:** The Board shall meet at least once a month before the meetings of the Tenant Association.
- Notice:** Each Board member shall be given timely notice of each Board meeting.
- Quorum:** A simple majority of the Board members shall constitute a quorum for conducting business.
- Procedure:** The Board shall adopt procedures consistent with these by-laws.
- Duties:** The Board shall:
- a. Manage the affairs of the Tenant Association between membership meetings.
  - b. Develop and recommend policy and programs for the Tenant Association.
  - c. Coordinate the work of various committees of the Tenant Association.
  - d. Report its activities at each meeting of the Tenant Association.
  - e. Represent the Tenant Association in meetings with Management and/or ownership.

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**ARTICLE 9: BY-LAWS**

**Adoption**

These by-laws shall be adopted by a majority vote of the members at a special meeting of the membership.

**Periodic Review**

These by-laws shall be reviewed at least once every three years by a temporary committee, which shall recommend to the Tenant Association any changes that should be made.

**Amendments**

Amendments to these by-laws shall be made by a majority vote of the members present at a duly constituted membership meeting, after all members have received at least fifteen days' advance notice of the changes being considered.

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**ATTACHMENT B**

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

**Resident Activities**

Coffee Hour is scheduled every Tuesday morning and continues to be a popular event. Approximately 15 residents attended August's weekly Coffee Hour.

On Wednesday, September 6<sup>th</sup> Bingo was held from 6:30pm to 8:30pm. The residents decided to schedule Bingo in the evening to attract more participants. There are approximately a dozen residents that participate every week.

The next potluck supper will be held on September 29<sup>th</sup> at 5:00pm. Approximately 12 to 16 residents attend this event.

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

**Community Programs**

Food Share has a mobile truck that continues to distribute free food from Saint Catherine's parking lot every other Friday. Several of our residents participate with this important program. There is a schedule that is posted on our Community Bulletin Board.

On August 17, 2017 a representative from Eversource held a presentation for our residents in the Community Hall on "How to Be Prepared for a Natural Disaster." There were approximately 11 residents who attended this informative presentation

Several residents continue to participate in the monthly VNA Health and Wellness program. They offer free blood pressure and blood sugar screenings the second Tuesday of every month from 9:00am-10:30am. Five residents participated for the month of August.

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**Upcoming Services and Future Events**

On Thursday September 21<sup>st</sup> in the Community Room at 1 pm, Jeannine, the RSC will be doing a presentation on Medicare Part D. This will be an important opportunity to ask questions and get updates about this program and this begins on October 15<sup>th</sup>-December 7<sup>th</sup>.

On Tuesday October 10<sup>th</sup> from 9:00am -10:30am a flu clinic will be held at Park Hill in the Community Hall. They will accept Medicare Part B, Connecticare, Aetna, Wellcare, or \$35.00. They are unable to accept United Healthcare, Anthem or Cigna at this time.

The East Windsor Senior Center and Melrose Place Farm are working together to provide Farmers Market Coupons to East Windsor Residents. They will be available on the following two dates: Thursday, September 14<sup>th</sup> and Thursday, September 21<sup>st</sup> from 11:00 am to 2:30 pm.

Residents who are interested in obtaining the coupons must go to the East Windsor Senior Center. You must bring your 2017 Income information. The Park Hill residents have been notified of this program.

**Services and Referrals**

I assisted several residents with Food Stamps, Husky Insurance and other various entitlement programs. 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**

**September 2017**

**Management-**

The second quarter request for the Resident Services Coordinator grant funds from the State Department of Housing has been submitted for \$5,700.

The Executive Assistant, Marisa Prior and I attended the annual ConnNahro convention on Monday, August 28<sup>th</sup> and Tuesday, August 29<sup>th</sup>. The workshops that we attended were very informative. For example, state housing authorities not receiving a subsidy such as Park Hill are considering stratifying the rent structure for their properties. What this means is that by using several average medium income levels, 80%, 50% and 30% to determine base rents, the property can increase revenue while continuing to provide affordable housing to all eligible income levels. This is a long term plan to ensure that the property can fully operate and have reserves on the income from base rents and any excess of rent income of base would be considered "additional income." The availability of new rental subsidies is basically nonexistent at this time and doubtful that this will change in the future. I will be working with our CHFA Asset Manager to develop a schedule of stratified rents for Park Hill and present it to the Board of Commissioners at our next meeting.

**Other Matters:**

The East Windsor Board of Selectmen voted at their last meeting on September 5<sup>th</sup> to allow the East Windsor Housing Authority to utilize funds from prior Small Cities project grants that were originally awarded to the Town in 1996. Since, requests for these funds have been minimal and due to the state fiscal situation, if unused these funds could be mandated to be returned to the state. The balance of these funds is \$52,000. Due to several restricted uses of these funds, including targeting low income recipients and ADA upgrades, the Housing Authority is certainly

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an appropriate recipient of these funds. Several of our residents could benefit from having their bath tubs replaced with accessible walk in showers. The funds would be used for converting approximately eight shower conversions. Many thanks to the Board of Selectmen for their consideration for the Housing Authority to utilize these funds.

**Projects:**

**Critical Needs Funding**

The CHFA continues to review the plans for additional safety items under the grant for the replacement of the sidewalks. Contingency funds will cover the cost. It is expected that CHFA will make a decision this upcoming week. To save time and money, the punch list items will be completed at the same time. They include raising the catch basins on the first level, replacing the damaged light pole and repairing some cracked areas in the sidewalks.

**Small Cities Grant**

The testing of the fire alarm system will be scheduled by the end of the month. The Fire Marshall will give the final approval that the system meets all state requirements.

The renovations on the second level laundry room are almost complete. The first and third level laundry rooms are expected to have the upgrades completed by the end of the month.

As the result of an inspection by Eversource for the electrical upgrades associated with the recent projects, it was discovered that the existing electrical meter for the generator is now required to be relocated on the exterior of the building or have it remain inside and construct a walk in entry and remove the garage door. The contractor is creating a cost estimate for both scenarios and then will need to be approved by the state as a change order.

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**Matching Funds Grant**

We received the energy efficient incentive check from Eversource for \$14,365. It was expected that the total amount would be \$15,134; a difference of \$769. Eversource is researching the discrepancy. In the meantime, I have contacted the contractors who will be completing the remaining two projects under this grant. The front entrance overhang and installing automatic door openers on the two interior doors to the community hall.

**Vacancies**

We are 100% occupied and no pending move outs.

Respectfully Submitted,

*Linda Collins*, Executive Director