

**EAST WINDSOR HOUSING AUTHORITY REGULAR MEETING
OCTOBER 16, 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 September 18, 2017

The minutes of the Regular Meeting of September 18, 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. ADDED AGENDA ITEMS - None

4. PUBLIC COMMENT

Nancy R. Unit 48 – I hate the crab grass, I like the new sidewalks, and will we re-seed? It was explain that the grass will be re-seeded.

5. LEGISLATIVE BILLS AND COMMUNICATIONS

6. FINANCIAL REPORTS – September 2017

Commissioner LeBoriosis asked about Grant Monies – It was explained that these were funds received from Eversource.

Commissioner DeSousa asked about a new line item, Bad Debts, I explained that this was new and stilling learning. Linda and I have a meeting scheduled with our CHFA asset manger the next day and would be reviewing the new line items.

Motion made to acknowledge financials, motion carried.

7. REPORT OF THE BOARD OF SELECTMEN – None

8. REPORT OF THE TENANT ASSOCIATION – Jeanne Swicklas, Vice President

Jeanne read the minutes from their October 10, 2017 meeting. (Hereto attached as Exhibit A)

Jeanne did say that they were trying to reach Denise Menard from the Rotary Club to cover the postage. Commissioner DeSousa suggested they contact the president of the Rotary Club and the Veteran's Association. Commissioner DeSousa asked what was explained regarding the selling of the 7 acres because she wanted to make sure that everyone understood that the 7 acres is not for sale and there is no intention of selling the 7 acres. The survey that Commissioner Burnham wants is for the existing property. He had commented that on the other side of the fence line, there is property that belongs to Park Hill and that at some point down the road that someone may be interested in it if we are not going to utilize it. There has been no approval to have the survey done. Commissioner Calsetta did say that the tenants do agree that the money should be spent on a survey.

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

**EAST WINDSOR HOUSING AUTHORITY REGULAR MEETING
OCTOBER 16, 2017 MINUTES**

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

15. SUGGESTION BOX - None

16. EXECUTIVE SESSION – None

17. ADJOURNMENT

Commissioner Chamenko made motion, 2nd by Commissioner DeSousa to adjourn at 7:28pm.
All in favor - Motion carried.

Respectfully submitted,

Marisa Prior

Recording Secretary

**EAST WINDSOR HOUSING AUTHORITY REGULAR MEETING
OCTOBER 16, 2017 MINUTES**

ATTACHMENT A

**PARK HILL TENANT ASSOCIATION REGULAR MEETING
October 10, 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 nine resident members.

The minutes from the September 12, 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 September 18, 2017 Housing Authority board meeting.

Chairman John Burnham strongly suggested having a survey done on the seven acres. He said there's a possibility that there is extra property we won't use that could be sold to area property owners and could result in extra money for Park Hill.

Director Linda Collins and Assistant Director Marisa Pryor attended the Conn Nahr convention held on August 28 and 29, 2017. Information included that state housing authorities like Park Hill not receiving a subsidy are considering stratifying the rent structure for their properties. This means using several average income levels, such as 80%, 50% and 30%, to determine base rents. This allows the property to increase revenue and to provide affordable housing to all income levels. This long term plan ensures the property can fully operate on its own and have reserves from base rents and any excess of base rent would be "additional income." At this time, new rental subsidies are nonexistent. Director Linda Collins will be working with our CFHA asset manager to develop a schedule of stratified rents for Park Hill and will present it to the Board of Commissioners at their October 16, 2017 meeting.

At their September 5, 2017 meeting, the East Windsor Board of Selectmen voted to allow the East Windsor Housing Authority to use funds from Small Cities Projects Grants awarded to the town in 1996. Due to the state fiscal situation, funds, if not used, could be mandated to be returned to the state. The fund balance of \$52,000 could be used by Park Hill to convert approximately eight bathtubs to showers.

An inspection by Eversource for electrical upgrades revealed that the existing electrical meter for the generator needs to either be relocated to the exterior of the building or remain inside and construct a walk-in entry. The contractor is creating a cost estimate for both scenarios. This will need state approval for a change order.

**EAST WINDSOR HOUSING AUTHORITY REGULAR MEETING
OCTOBER 16, 2017 MINUTES**

The matching funds check from Eversource was \$14,365 instead of the expected \$15,134, causing a loss of \$769. Eversource is researching the discrepancy. The projects under this grant are the front overhang and customization of the two interior doors in the community hall.

President Viola Andrews then asked for any questions concerning what she'd reported on.

A few residents didn't understand about selling part of the seven acres. Laverne Calsetta explained it so all understood.

Laverne Calsetta stated that she talked to a contractor and found that if we spray to kill the crabgrass it will get into our water system. We need to spread dirt, then grass seed and then use a fertilizer with weed killer in it.

Viola Andrews, president then asked what those attending thought about this year's Christmas party. Whether we should go back to the old way. Most of those attending thought that we should. The subject was tabled until the director's meeting.

President Viola Andrews strongly encouraged all residents to attend the director's meeting on October 12, 2017. Director Linda Collins invited Kim Pietrorazio from Tovah, Inc. to speak about our association and to answer any questions that anyone may have. "Please bring your copy of by-laws to this meeting."

The floor was then opened to resident comments

Sharleen Craft, social director reported on the social events coming up.

The pot luck supper on October 27, 2017 is a Halloween pot luck with three cash prizes.

The craft and bake sale is on November 4, 2017 and will be advertised soon.

The meeting was closed at 11:00 a.m. by Viola Andrews, president.

Respectfully submitted by,
Jeanne Swicklas
Vice president

**EAST WINDSOR HOUSING AUTHORITY REGULAR MEETING
OCTOBER 16, 2017 MINUTES**

ATTACHMENT B

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

Resident Activities

Coffee Hour is scheduled every Tuesday morning and continues to be a popular event. Approximately 16 residents attended October's weekly Coffee Hour.

Bingo is held from 6:30pm to 8:30pm on Wednesday evenings. There are approximately a dozen residents that participate every week.

The next potluck supper will be held on October 27 at 5:00pm. Residents will have the opportunity to wear Halloween costumes. Approximately 12 to 16 residents attend this event.

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

Community Programs

Many of the residents participate with The Five Corner Cupboard in East Windsor. This is a food pantry where residents can pick an assortment of food items. In order to qualify for this program residents must go to East Windsor Human Services and provide their most recent income information to see if they qualify for this program.

On September 21 2017, Jeannine, the RSC presented information on Medicare Part D. Approximately 10 residents attended this event.

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. 6 residents participated for the month of September.

**EAST WINDSOR HOUSING AUTHORITY REGULAR MEETING
OCTOBER 16, 2017 MINUTES**

On September 15 at 12 noon the Annual Park Hill Picnic was held in the community hall. Approximately 42 people attended this event. This includes residents, staff and Commissioner Marie DeSousa. Many of the residents made a variety of delicious dishes and a fun time was had by all.

Upcoming Services and Future Events

On Thursday October 12 from 10-11am, in the Community Room at 1 pm, Kim Pietrorazio from TOVAH, Inc. will be the guest speaker at the Executive Directors' Tenant Meeting. She will provide information on policies and procedures regarding Park Hill's Tenant Association.

On Thursday October 26 at 1 pm in the community room, Jeannine the RSC will be doing a presentation on "Ways to Beat the Winter Blues" The presentation will show Tips and Tricks to beat the Winter Blues.

Services and Referrals

I assisted several residents with Safe Link, 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

**EAST WINDSOR HOUSING AUTHORITY REGULAR MEETING
OCTOBER 16, 2017 MINUTES**

ATTACHMENT C

EAST WINDSOR HOUSING AUTHORITY

Executive Director's Report

October 2017

Management-

The Executive Assistant, Marisa Prior and I attended the annual Connecticut Housing Coalition Conference on Tuesday, September 26th. The basic theme and message that was consistently voiced is that Connecticut has historically been a national leader in providing financing for affordable housing. Subject to the resolution of the state budget, members of the housing industry are hopeful that resources for continued funding for redevelopment and new development will be available.

On Tuesday October 17th our Executive Assistant and I will be meeting with our CHFA Asset Manager, Penny Fisher to discuss the advantage of stratifying rents for Park Hill. Stratifying rents would allow Park Hill to house applicants with a diverse spectrum of income. We will also be discussing converting the waiting list from the point system to the lottery system which will allow for a more equitable system of housing applicants. I'll report back to the Commissioners at our next Board meeting.

Other Matters:

Wagner Associates has submitted an application on behalf of the Housing Authority to the Department of Housing (DOH) for the purpose of utilizing residual Small City Grant funds that were originally awarded to the Town of East Windsor. The fund is currently \$52,000 to be targeted to low income recipients and ADA upgrades.

**EAST WINDSOR HOUSING AUTHORITY REGULAR MEETING
OCTOBER 16, 2017 MINUTES**

Projects:

Critical Needs Funding

The sidewalk project is scheduled to be completed by the end of the month. This includes the punch list and additional items.

Small Cities Grant

The testing of the new fire alarm system is scheduled for Wednesday, October 25th. The Fire Marshall will be conducting the final inspection as well. The residents and staff will have an opportunity to ask questions regarding the new system.

All three laundry rooms are up and running. Total completion of the renovations is expected by the end of the month. The new washers and dryers will be installed on November 14th. The residents have been notified that there will be an increase with the cost of the washers and dryers from \$1.25 to \$1.35.

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. This however may not be necessary. Further discussion with Eversource and the electrical engineer has been on going and an alternative resolution is possible. A meeting is scheduled for Wednesday, October 18th with all relative participants to discuss this issue.

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. Eversource has taken responsibility for the discrepancy and a check for \$769 is in the mail. In the meantime, I have contacted Ansaldi Construction to begin the work on the community hall front entrance overhang.

**EAST WINDSOR HOUSING AUTHORITY REGULAR MEETING
OCTOBER 16, 2017 MINUTES**

Vacancies

We are 100% occupied and no pending move outs.

Respectfully Submitted,

Linda Collins, Executive Director