

EAST WINDSOR HOUSING AUTHORITY REGULAR MEETING
AUGUST 15, 2016 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, and M. DeSousa were present. Commissioner E. LeBoriosis entered the meeting at 7:02pm.

2. MEETING MINUTES:

A. Regular Meeting July 18, 2016

The minutes of the Regular Meeting of July 18, 2016 were reviewed by all Commissioners present.

Commissioner Calsetta made motion, 2nd by Commissioner Chamenko, to approve the minutes as presented. All in favor - Motion carried.

3. ADDED AGENDA ITEMS – Motion to add to New Business – 14A. - J. Burnham, Town Committee duly made and approved.

4. PUBLIC COMMENT – None

5. LEGISLATIVE BILLS - None

6. COMMUNICATIONS

A. RSC Quarterly Report - Motion made to acknowledge the report, motion carried

B. RSC Year End Narrative - Motion made to acknowledge the report, motion carried

C. CHFA Quarterly Report - Motion made to acknowledge the report, motion carried

7. FINANCIAL REPORTS – July 2016

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 of the Regular Meeting August 9, 2016 (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. Tenant Selection Policy 11-002 – Motion made by Commissioner DeSousa, 2nd by Commissioner Calsetta to approve Tenant Selection Policy #11-0002 with discussed changes. All in favor – Motion Carried.

B. Procurement Policy – Motion made by Commissioner DeSousa and 2nd by Commissioner Calsetta to table this policy until next meeting. All in favor – Motion carried.

13. UNFINISHED BUSINESS - None

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14. NEW BUSINESS

A. John Burnham – Town Committee: Commissioner Burnham discussed that he has been asked to join an advisory board to the Board of Selectman. Commissioner DeSousa has looked at the state statues and has found that he is not in violation due to the advisory board is a committee and not a commission.

15. Public Comment

John Kupisz #30 – Expressed his concerns regarding drinking that has been occurring at the gazebo.

Viola Andrews #26 – Stated that several residents witnessed a particular incident.

John Kupisz #30 – Stated that there are quite a few people that do not stop at the 2nd stop sign.

16. Suggestion Box

A. Snack machine in the community hall.

Motion to go into recess at 8:25pm duly made and approved.

Motion to come back from recess at 8:30pm duly made and approved.

17. Executive Session

Motion to go into Executive Session to include the Executive Director Linda Collins made by Commissioner Burnham and 2nd by Commissioner DeSousa at 8:30p.m.

A. South Rd Contract

B. Resident Service Coordinator Position

Motion duly made and approved to come out of Executive session at 9:10 p.m.

Motion made by Commissioner LeBorious to have a letter sent to the First Selectman, Robert Maynard, to request clarification of the Management Agreement by the original Attorney for South Road by the Executive Director, Linda Collins – 2nd Commissioner Calsetta – Motion Carried

Motion made by Commissioner Burnham to offer employment to the top candidate for the RSC grant position upon completion of references – 2nd Commissioner Chamenko – Motion Carried

ADJOURNMENT

Motion to adjourn at 9:11pm duly made and approved.

Respectfully submitted,

Marisa Prior

Recording Secretary

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Exhibit A

Marisa Prior

From: Jeanne '
Sent: Friday, August 12, 2016 9:39 AM
To: ewhaed@gmail.com; ewha1966@gmail.com
Subject: PARK HILL TENANT ASSOCIATION REGULAR MEETING

PARK HILL TENANT ASSOCIATION REGULAR MEETING
AUGUST 9, 2016

The meeting was opened at 9:30 a.m. by president Viola Andrews. Officers Jeanne Swicklas, secretary, Jim Palozi, treasurer and Alice Samson, member-at-large also attended along with seven resident members.

Jeanne Swicklas, secretary read the minutes from the July 12, 2016 regular meeting and the July 19, 2016 special meeting. These minutes were accepted by all attending members.

President Viola Andrews stated that our tenant association is entering its fifth year and that we have accomplished many things in the last four years. First, we got legalized by the state of Connecticut as the Park Hill Tenant Association. A lot of research of other tenant associations, work setting up bylaws and fighting others who didn't want our association to form took close to three years to accomplish.

Our second endeavor was the transfer of the seven acres from the town hall to Park Hill. The writing of letters to our selectmen and attending of town meetings by Park Hill residents played a large part in this.

The third and greatest accomplishment has been learning to work with our Housing Authority board and our executive director, Linda Collins. We now have a say in what is needed here. By doing this, our suggestions of fire systems that ring into the fire station, renovations to our laundry rooms, including electric doors, and a new generator for our community hall will be met by the small cities grant that we've just received. The grant drew more attention because of letters written by residents that were submitted with the application.

As we enter our fifth year we will continue working on water conservation, sidewalks and ideas for the seven acres.

We will also continue our reaching out to the sick and people who have suffered the loss of loved ones in our community. We do this by sending cards signed by tenant members.

We have accomplished so much and will accomplish more. None of this could have been done by one person. I've always believed there's power in numbers. The more people who vote and offer suggestions is our power.

President Viola Andrews also thanked all attending for all they've done to make the Park Hill Tenant Association the success it has become and stated that we need more active tenants in order to move forward. She asked us all to talk to our neighbors about coming to coffee hour and the tenant association meetings.

President Viola Andrews then opened the floor to anyone else who wanted to speak.

Alice Samson, member-at-large asked about the conversion of well water to city water. Viola Andrews, president said that she didn't think that it would happen here but maybe on the seven acres. Laverne Calsetta,

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tenant commissioner said that Linda Collins, executive director was looking into the cost of replacing pumps, etc. compared to switching to city water.

Alice Samson, member-at-large said she will be working with our executive director, Linda Collins on setting up rules and waivers for a pool club and probably a walking club. She also asked about horseshoes. We are waiting for John Kupisz, Vice President to build the pits.

Jeanne Swicklas, secretary asked again about sending letters and care packages to soldiers. She explained that the letters could be written at home so would include all residents who can't come out and that the East Windsor Rotary Club has offered to pay all postage. All attending members agreed that we should move forward with this. Sharleen Craft, social director suggested that we set up collection boxes in the community hall for donations for care packages. Laverne Calsetta (#52) suggested that she could talk to someone at the East Windsor Senior Center to see if they would like to join in on this. Jeanne Swicklas, secretary will talk to Linda Collins, executive director about all of this as well as setting a meeting date and sending out a notice.

Sharleen Craft, social director suggested that the pot luck supper scheduled for August 27, 2016 be a picnic theme. This was agreed on by all attending members.

Sharleen Craft, social director said that we have around \$250.00 in "extra cash". She asked if it should be used for a picnic, Halloween party or something else. The discussion was tabled until our September meeting.

Laverne Calsetta, (#52) asked about the craft and bake sale scheduled for November 5, 2016. Sharleen will be sending out another notice now and starting sign-ups in September.

President Viola Andrews closed the meeting at 10:25 a.m.

Respectfully submitted by,
Jeanne Swicklas
Secretary

Sent from my iPad

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Exhibit B

**Resident Services Report
East Windsor Housing Authority**

August 2016

Resident Activities

A consistent number of residents, around 10-12 residents, attend the Tenant Association's Coffee Hour Tuesday mornings from 9-10 a.m. The Association also hosts a monthly pot luck supper with approximately the same number of attendees.

Chair Yoga continues to be popular with our residents on Thursdays from 4-5 p.m. It is funded through a one year state funded grant.

Two additional programs for the residents the month of July included a presentation by Nutmeg Senior Transportation on July 14. Nutmeg's Director Margaret Hale Smith presented the residents with information on this transportation alternative. She gave discount coupons to the 17 residents that attended and left some with the RSC for any resident that may be interested in trying this program.

On July 27, Probate Judge Mary Ann Lassman-Fisher came to speak to residents with questions about wills, conservatorships, health care proxies, etc. The 14 residents that attended the program had quite a few questions that the Judge was able to help them with. A suggestion was made by a few of the residents that a legal clinic here, similar to one that is done at the Senior Center, would be very helpful to the residents. Local Attorney Mark Barbieri has agreed to do a monthly legal clinic for one hour at no expense to the residents. The RSC is working on getting that scheduled.

Community Programs

The Visiting Nurse Association continues to provide free monthly wellness clinics that include blood pressure and blood sugar screening as well as medical referrals if warranted. Six residents participated in this program in July. The Flu Clinic for this year has been scheduled with the VNA for October 11.

Upcoming Resident Programs

Approximately every eight to twelve weeks, we have a hairstylist available in the Park Hill Community Hall to cut our residents' hair for a \$12.00 fee. Several of our residents participate and find it very affordable.

Marisa has taken the lead on a 3 part series related to SNAP, Connecticut's "Supplemental Nutrition Assistance Program". The programs will be held in August, September and October with a theme of healthy eating on a budget.

We will also be hosting a Voter Registration Session in August to help residents register for the upcoming presidential election.

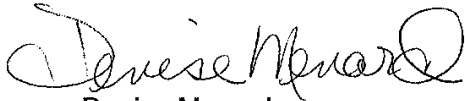
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Reporting Requirements

The Quarterly Report to the State Department of Housing (DOH) for the quarter that includes April-May-June has been completed and submitted to the Department of Housing for approval. It has been updated to reflect current statistics and programs. A change you may notice is that we received clarification from the DOH that Park Hill is considered one complex therefore there is no need to divide our statistics into the 3 columns as was done in the past. That has simplified the gathering of the information and the reporting quite a bit.

Finally, on a personal note, as you all are aware, this will be my last report as Interim Resident Services Coordinator. I wanted to take this opportunity to thank you all for giving me the opportunity to temporarily work with the staff and residents at Park Hill. This is a very special community that is very fortunate to have a very caring, skilled staff and wonderful residents. I have been very fortunate to have been a close part of Park Hill for the last 4 months. Thank you all.

Respectively Submitted,



Denise Menard
Interim Resident Services Coordinator

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EXHIBIT C

EAST WINDSOR HOUSING AUTHORITY

Executive Director's Report

August 2016

Management-

The State funding for the Resident Services Coordinator position will be paid in quarterly disbursements. We have received the first payment in the amount of. \$5,612.50. At the end of each quarter, the Housing Authority will submit a request for the subsequent payment.

Our interim Resident Services Coordinator Denise Menard will be leaving the Housing Authority for another employment opportunity. Now that we have secured the Resident Services grant funding for another year, I have been interviewing candidates to fill this position with a permanent employee.

Projects:

Water System

As we continue to discuss our options to upgrade our water system at Park Hill, I contacted Aqua Pump the company that presently services our system to inquire about the availability of parts and materials should a repair is needed. I was assured that the system can continued to be maintained and or be repaired if necessary. Parts are available with minimal wait time for delivery. Due to the age of the panel and holding tanks, Aqua Pump is suggesting that we consider a more efficient and reliable system. I am currently waiting on two additional quotes.

Power Washing

Maintenance is power washing various sections of the Park Hill buildings once again to remove mildew from the siding. It appears that this will be an annual project.

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Community Hall Air Conditioning System

The air conditioning system has not been consistently working properly. The condenser may need to be replaced along with the cooling coil. I am in the process of getting three quotes.

Other Matters-

Critical Needs Funding

I have been informed by the architect the final plans for the replacement of the sidewalks will be completed by the 15th of this month. The next step will be to request proposals from contractors who would be interested in bidding on the project. The application can then be submitted to the Connecticut Housing Finance Authority for the funds.

Small Cities Grant Projects Update

Our first meeting to discuss the next phase for our projects funded by the small cities grant was held on Wednesday, August 3rd at the Town Hall. Along with Wagner Associates, the First Selectman, his assistant and the architect attended the meeting. The Housing Authority was represented by me, our executive assistant and the secretary of our Board. Upcoming target dates for completing bid packets, signing contracts and reporting requirements were discussed.

Vacancies

We are 100% occupied and no pending move outs.

Respectfully Submitted,

Linda Collins, Executive Director