

**EAST WINDSOR HOUSING AUTHORITY REGULAR MEETING
JULY 16, 2018 MINUTES**

1. CALL TO ORDER AND ATTENDANCE

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

2. MEETING MINUTES:

A. Regular Meeting June 18, 2018

The minutes of the Regular Meeting of June 18, 2018 were reviewed by all Commissioners present.

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

3. ADDED AGENDA ITEMS –

Motion made and duly approved to add to New Business as item A Postage for Packages for Soldiers and to add to Communications as item A Letter from a resident regarding the smoking policy.

4. PUBLIC COMMENT - None

5. LEGISLATIVE BILLS AND COMMUNICATIONS

A. Letter from a resident regarding Smoking Policy #18-0001 - Executive Director Linda Collins shared with the commissioners a letter she received from a resident regarding the new smoking policy. The resident was disagreeing with the fact that candles were not allowed anymore. The Commissioners discussed the hazards and liability of burning candles. They discussed other alternatives to open flame candles. Executive Director Collins will contact the insurance company and the attorney regarding this issue. Motion made and duly approved to check in to the religious ramifications of candle burning as part of the smoking policy.

6. FINANCIAL REPORTS – June 2018

Commissioner DeSousa would like to see a note in the financials regarding the funds spent to purchase the 6 acre parcel on Reservoir Ave. 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 Attachment A

9. REPORT OF THE RSC – Hereto attached as Attachment B

10. REPORT OF THE EXECUTIVE DIRECTOR – Executive Director Linda Collins

Hereto attached as Attachment C

11. POLICIES AND PROCEDURE - None

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12. UNFINISHED BUSINESS

A. Survey for the 7 Acre Parcel – Executive Director Collins and the commissioners discussed the proposals that were submitted for survey costs. The commissioners would like proposals for surveys on the 7 acres, the 6 acres, and Park Hill. Executive Director Collins will ask the companies that submitted the proposals to amend what was sent to include all 3 parcels.

13. NEW BUSINESS –

A. Postage for Packages for Soldiers – Commissioner Calsetta requested funds for the Tenant Association to pay approximately \$120.00 for postage to send packages to the soldiers during the holidays. Suggestions were made of several organizations, such as the Veteran’s Commission and the American Legion, which the Tenant Association could contact for the donation of postage.

14. PUBLIC COMMENT -

Kathy Pippen – Woolam Rd East Windsor – When I walked in here, you were talking about open flames. That scares me. Children have been burnt to death.

15. SUGGESTION BOX – None

16. EXECUTIVE SESSION

17. ADJOURNMENT

Motion made and duly approved to adjourn at 8:23pm.

Respectfully submitted,

Marisa Prior

Recording Secretary

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Attachment A

PARK HILL TENANT ASSOCIATION REGULAR MEETING

July 10, 2018

The meeting was opened at 9:45 a.m. by President Viola Andrews. Officers Jeanne Swicklas, Vice President, Pauline Legassie, Treasurer and Sharleen Craft, Member-at-large also attended along with eight member residents.

The minutes from the June 12, 2018 meeting were read by Jeanne Swicklas, Vice President and were accepted by all in attendance.

Pauline Legasse, treasurer read the treasurer's report for the month and it was accepted by all in attendance. We currently have \$553.66 in the bank.

Words from our President

President Viola Andrews reported on a feasibility study of the seven acre parcel and the six acre parcel.

Four architecture companies were chosen to be considered for fee proposals. The companies were J Associates, Architects, Capital Studio Architects, Paul B. Bailey Architects, LLC and Q M & A Architects. Interviews with these four architect firms were conducted at two East Windsor Housing Authority special meetings held on May 16, 2018 and May 23, 2018. Once interviews were completed the commissioners, Director Linda Collins and attending residents discussed the firms.

Another East Windsor Housing Authority special meeting was held on June 13, 2018. At this meeting residents were informed about the purchase of the six acre parcel that adjoins the seven acre parcel. An interview was conducted with Jay Ussery of J.R. Russo and Associates, civil engineer and surveyor. We learned that a survey covers more than the measuring of land and checking soil for hazardous waste.

Every utility must be checked with because of gas pipes, electric wiring and existing water pipes underground.

He needs to know town zoning laws to know the number of buildings we can have on each acre. Ten units per acre is a possibility but the more clustered units, such as a conglomerate, could have 122 units on six acres of land. This could also be more cost effective because of less piping, electrical lines and streets needed.

The State Traffic Authority needs to be contacted for a traffic engineer for the construction of parking areas. That would include lighting, landscaping and storage for maintenance.

The Water Pollution Authority needs to be contacted to allow the use of their sewer system to put piping into each unit. They also oversee treatment for water retention and water run-off protection for streams and waterways. This could mean building some kind of moat.

Mr. Ussery said the land should be surveyed now and that he would be willing to give the Housing Authority estimates. When the interview was completed all in attendance discussed the development of the seven acres and the purchase of the six acres.

On June 18, 2018 the Housing Authority regular board meeting was held. Attorney Carl Landolina of Fahey and Landolina , Attorneys LLC spoke about the purchase of the six acres and what would be needed, including

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a title search checking for liens on the property and title insurance. The thirty day waiting period is almost over and the Housing Authority is ready to close on the purchase of the six acres.

Attorney Landolina helped with his knowledge of financing for building as well as purchasing land. Since funding is difficult to get now, he suggested calling Housing Authorities that have recently added to existing land for information on people who helped and pitfalls they ran into. He recommended not hiring an architect until we get funding because any fee we pay now would be lost.

He also informed us that zoning laws could hamper the building project unless the zoning area can be changed. To do this we would have to prove that at least 30% of units are for affordable housing.

We started this study without any knowledge about what would be needed for building on the seven acres. Now we have the information that will help us make decisions needed to start this project.

The Housing Authority is considering having the seven acre parcel, the six acre parcel and the existing Park Hill surveyed.

President Viola Andrews read a thank you note she received from State Representative Christopher Davis for the thank you letter sent to him by the Park Hill Tenant Association. A copy of this will be hung on the Tenant Association bulletin board.

Viola Andrews, president then opened the floor to tenant comments.

Jeanne Swicklas, Vice President brought up the issue of what we will do for the veterans this year. We would like to do something for Christmas but have no way to pay postage. It was suggested that people give gift cards or money for us to get gift cards with. Sharleen Craft, member-at-large stated that she did not like this idea. Pauline Legassie, treasurer suggested putting a can out during coffee hour to collect for postage. A vote was taken and it was 9-2 for suggesting gift card. Anyone who really wants to give items can and we will continue to look for a way to pay postage. Jeanne Swicklas, Vice President will write something up to be delivered to residents.

Sharleen Craft, social director stated that our pot luck supper will be held on July 27, 2018. It was decided that we will do sandwiches, baked beans and salads this month.

President Viola Andrews then opened the floor to tenant comments.

The meeting was closed at 10:20 a.m. by Viola Andrews, President.

Respectfully submitted by,
Jeanne Swicklas
Vice President

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Attachment B

**Resident Services Report
East Windsor Housing Authority
July 2018**

Resident Activities

The next potluck supper will be held on July 27th in the Community Hall at 5:00pm. Approximately 12 to 16 residents attend this event. All residents are invited to attend this event.

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

The residents continue to enjoy Coffee Hour every Tuesday morning 9:00am to 10:00am. and approximately twelve to sixteen residents attend this popular event. Some of our new residents have been attending Coffee Hour. This is a perfect time for the residents to get to know their neighbors.

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

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 very important program.

Community Programs

The VNA continues to provide free monthly wellness clinics that include blood pressure and blood sugar screening as well as medical referrals. 7 residents participated for the month of July. Mary Pelletier of VNHSC has noticed the number of residents who see her for these services has risen.

Pam, our hairstylist was here on July 9th from 11:00am to 3:00pm and two residents made appointments to get their haircut.

Senior Market Nutrition checks are on their way. These checks allow seniors to purchase fresh produce at specific sites in Connecticut. The amount of the checks will be approximately fifteen dollars. I 'm just waiting to hear from East Windsor Human Services for more detailed information. Once I have the information I will notify the residents of Park Hill.

Upcoming Services and Future Events

On July 31 at 1:00pm there will be a presentation on Money Management in the Community Hall. I will be providing some helpful hints on saving money.

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Some other upcoming programs in the future will include “Preventing Falls” and “Changes With Medicare Part D”.

Services and Referrals

I assisted several residents with Husky Insurance 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 services.

Respectively Submitted,
Jeannine Henneberger, RSC

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Attachment C

EAST WINDSOR HOUSING AUTHORITY

Executive Director's Report

July

2018

Management-

The Board of Commissioners would like to have an A-2/ T-2 survey completed of the 7 acres before committing to a feasibility study. QA&M Architecture, Capital Studios and Paul Baily Architect have provided estimates. JR Russo & Associates has expressed an interest in submitting an estimate.

On Tuesday, June 26th The Housing Authority closed on the purchase of the 6 plus acre parcel adjacent to the 7 acres. We do not have any definitive plans for development of the 6 plus acres at this time. We are considering having the 6 acres surveyed in addition to the 7 acre parcel. This will allow us to plan on what options are available for future development.

We received notification that The Department of Housing (DOH) awarded us the same funding amount for the Resident Services Coordinator position for this upcoming fiscal year. It is expected that we will receive our first quarterly payment before the end of July. Many thanks to the Board of Commissioners for approving the funding for the RSC position from our operating account until we receive state funds. The Housing Authority will be reimbursed from these funds.

Other Matters:

Funding through the Critical Needs State Funding Program is currently available. Our CHFA asset manager is encouraging us to apply for the funds.

Projects:

Wagner Associates continues to follow up with the Department of Housing (DOH) regarding the status of the Small Cites Program Fund application for the conversion of four apartment tubs to showers.

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Three portable canvas canopies have been erected on each level so that the residents can sit outside socialize and be in the shade. Power washing the buildings will begin on Friday July 13th. The front of the buildings will be completed first. I am hopeful that we can complete power washing the entire complex before winter.

Critical Needs Funding

The striping of the parking lots has been completed. Additional signs for resident and visitor parking will be installed. There are two outstanding items with this project: the repair of the light pole on the first level and replacing a section of concrete on one of the walkways. Final payment is being withheld until these last two items are completed.

Small Cities Grant

The automatic door systems have been installed on all three laundry room doors.

Vacancies

We have one vacancy and one pending move out.

Respectfully Submitted,

Linda Collins, Executive Director