

**EAST WINDSOR HOUSING AUTHORITY REGULAR MEETING
JANUARY 22, 2019 MINUTES**

1. CALL TO ORDER AND ATTENDANCE

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

2. MEETING MINUTES:

A. Regular Meeting December 17, 2018

The minutes of the Regular Meeting of December 17, 2018 were reviewed by all Commissioners present. Commissioner Calsetta made motion, 2nd by Commissioner Bowsza to approve the minutes as presented. All in favor - Motion carried.

3. ADDED AGENDA ITEMS – None

4. PUBLIC COMMENT –

Paul D #61 – I've been here 25 years and I was wondering if we can get someone here to get the residents to get along better here.

Commissioner Calsetta made motion, 2nd by Commissioner Bowsza to go out of order to #12 Unfinished Business A. Feasibility Study – Capitol Studio. All in favor – Motion carried.

12. UNFINISHED BUSINESS:

A. Feasibility Study – Capitol Studio – David Holmes spoke with the commissioners and submitted a revised fee proposal to include the 6 acres which was purchased after the original fee proposal was submitted. David Holmes will submit a contract to the housing authority. Commissioner Calsetta made motion, 2nd by Commissioner Bowsza to accept the revised fee proposal to include the 6 acres in the amount of \$23,250.00. All in favor – Motion carried.

Motion made and duly approved to go back in order.

5. LEGISLATIVE BILLS AND COMMUNICATIONS - None

6. FINANCIAL REPORTS – December 2018

Motion made to acknowledge financials, motion carried.

7. REPORT OF THE BOARD OF SELECTMEN – None

8. REPORT OF THE TENANT ASSOCIATION BOARD –

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

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11. POLICIES AND PROCEDURE – None

13. NEW BUSINESS – None

14. PUBLIC COMMENT - None

15. SUGGESTION BOX – None

16. EXECUTIVE SESSION – None

17. ADJOURNMENT

Commissioner Calsetta made motion, 2nd by Commissioner Bowsza to adjourn at 8:40pm.
All in favor – Motion carried.

Respectfully submitted,

Marisa Prior

Recording Secretary

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Attachment A

PARK HILL TENANT ASSOCIATION REGULAR MEETING

January 8, 2019

The meeting was opened at 10:00 a.m. by President Viola Andrews. Vice President Jeanne Swicklas also attended along with five member residents.

The minutes from the December 11, 2018 meeting were not read.

Jeanne Swicklas, Vice President read the treasurer's report for the month and it was accepted by all in attendance. We currently have \$284.75 in the bank.

Words from our President

President Viola Andrews reported on the main issues covered at the December 17, 2018 East Windsor Housing Authority Board Meeting.

Jay Ussery from J.R. Russo and Associates reported that the surveys for Park Hill and the six and seven acres are completed. Jay reviewed the surveys with those present. Jay also said that the next step should be a feasibility study.

The board approved a feasibility study to be done. Director Linda Collins will be asking Capital Studios to return in January to discuss doing the feasibility study on the six and seven acres.

Director, Linda Collins reported that the request for proposals to replace the community hall roof has been advertised. The deadline for proposals was January 3, 2019.

Repairs to the water system to prevent ground water from seeping into one well has been completed. The connection and the O ring on booster number two needed replacement. The well meter was cleaned as well.

Tree branches along the fence and going up the hill have been cut back. This will prevent safety issues from heavy snow. Additional tree trimming will be completed in the Spring.

Equipment has been ordered for the installation of two more cameras. The installation should be scheduled within the next few weeks. This project is being paid for by the Matching Grant Program funds.

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

Jim Palozi asked about the orange flags and markings behind the apartments. We will ask Linda about this at the Director's meeting

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Viola Andrews, President announced upcoming events.

Director's meeting - Thursday, January 10, 2019 at 10:00 a.m.

Board of Commissioners' meeting - Tuesday, January 22, 2019 at 7:00 p.m.

Pot Luck Supper - Friday, January 25, 2019 at 5:00 p.m.

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
January 2019**

Resident Activities

Coffee Hour is scheduled every Tuesday morning and continues to be a popular event. Approximately 14 residents attend weekly Coffee Hour.

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

The next monthly pot luck will be held on January 25th at 5:00pm in the community hall and all residents are welcome.

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 the Saint Catherine's parking lot every other Friday. Several of our residents participate with this very important program.

The Visiting Nurse Association provides free monthly wellness clinics that include blood pressure and blood sugar screening as well as medical referrals if warranted. Approximately 5 residents participated for the month of December.

On December 14th from 1:00pm-3pm in the Community Hall the Annual Holiday Party was held. Approximately 50 residents including staff attended this event Commissioner Marie DeSousa attended as well. The residents and staff had a great time celebrating the Holidays during the party.

On December 21st from 1:00pm-2:00pm in the community hall Jeannine Henneberger, RSC moderated a group on "How to Deal with Depression during the Holiday Season." Approximately 8 residents participated in this event.

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Upcoming Services and Future Events

On Wednesday February 20th a representative from the East Windsor Human Services will be taking Energy Assistance applications in the Community Hall from 10:00am-2:00pm. Human Services is asking Park Hill residents to call to set up an appointment.

Upcoming events will include Informational presentations sponsored By North Central Public Health Department and another presenter on How to deal with Debt.

Services and Referrals

I assisted several residents with 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

January

2018

Management:

Capitol Studio Architects has been selected to conduct the feasibility study for the 7 acre parcel. They will also be giving us a proposal to include the newly acquired 6 acre parcel in the study. Capitol Studio will be attending our regular Board meeting on January 22nd and reviewing the next steps.

On Monday, January 7th I was invited to attend the Land Use Committee Meeting and meet the new Town Planner, Ruben Flores Marzan. It was interesting to hear updates regarding potential or current developments in East Windsor including options to relocate the senior center.

The 2016 through 2018 audit has been completed by Maletta and Company. We have scheduled a Special Meeting for January 17th to discuss the results.

Other Matters:

The bid opening for the Community Hall roof replacement was conducted on January 3rd. Five contractors responded. The two lowest bids were sent to CHFA for their recommendation.

On Monday, January 14th Marisa and I attended a meeting sponsored by ConnNahro for small Housing Authorities. Previously there had been regular quarterly meetings up until a couple of years ago. Typically there is a presenter to discuss a specific topic and an opportunity to explore a variety of interests and plan for additional topics for future meetings. Small Housing Authorities have different issues than the larger Housing Authorities therefore it is very helpful to share similar concerns.

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Projects:

Upcoming Small Cities Grant Application

The bid opening for a consultant to assist with the application process with the Town of East Windsor for the upcoming Small Cities Grant was held on December 13th. Two consultants submitted a proposal. Jen Svelnys from the Housing Development Team was selected. On Tuesday, January 22nd I'll be attending a work shop sponsored by the Department of Housing (DOH) to discuss the application process for the Small Cities Grant. The submission deadline is April 12th 2019. We'll be scheduling a meeting with Jen and the First Selectman in the very near future to discuss the next steps.

Small Cites Program Funds

The four tub to shower conversions project started on January 16th. Two units are scheduled to be completed no later than Monday the 21st. The remaining two units will be completed by January 25th.

Matching Grant

It is anticipated that Cox Communications will soon be installing the equipment to provide internet service for the two new cameras that will be installed on the roof of the third level laundry room.

Vacancies

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

Respectfully Submitted,

Linda Collins, Executive Director