

**EAST WINDSOR HOUSING AUTHORITY REGULAR MEETING  
NOVEMBER 26, 2019 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, E. LeBorious and were present. A. Bowsza was absent.

**2. MEETING MINUTES:**

A. Regular Meeting October 22, 2019

The minutes of the Regular Meeting of October 22, 2019 were reviewed by all Commissioners present. Commissioner Calsetta made motion, 2<sup>nd</sup> by Commissioner LeBorious to approve the minutes as presented. In favor – Commissioners Burnham & Calsetta. Abstained – Commissioner LeBorious - Motion carried.

Commissioner Burnham introduced Denisse Menard as the new board member to replace Marie DeSousa.

**3. ADDED AGENDA ITEMS –**

A. Motion made and duly approved to add to Executive Session as item A. Contract Negotiations.

**4. PUBLIC COMMENT - None**

**5. FEASIBILITY STUDY –**

Executive Director Linda Collins along with Marie DeSousa met with Rubin Flores-Marzan from the Planning and Development Department of the Town of East Windsor and David Holmes from Capital Studios. Rubin agreed that it is a good idea to get a right-of-way and to share the prints with Len Norton from the Public Works Department of the Town of East Windsor and Art Enderle from the Water Pollution Control Authority for the Town of East Windsor. Linda stated that both have been given a set of prints. They will contact Linda after the holidays once they have had a chance to look at the plans.

**6. COMMUNICATIONS –**

A. Resignation from Commissioner DeSousa. Commissioner LeBorious read the letter of resignation submitted by Commissioner DeSousa who resigned due to being voted in on to the Board of Selectmen for the Town of East Windsor.

**7. FINANCIAL REPORTS –October 2019**

**8. REPORT OF THE BOARD OF SELECTMEN –** Marie DeSousa, Board of Selectmen for the Town of East Windsor. Marie stated that she had been appointed as the Liaison to the East Windsor Housing Authority for the Board of Selectmen. She reported the Board of Selectmen has had 2 special meetings - the first was to assign liaisons to various town committees and the second to swear in Denise Menard to fill the vacancy on the board for Park Hill. The next regular Board of Selectmen meeting will be next Thursday. She also reported that the senior housing development on Route 140 has changed owners from Calamar Associates to a holding company out of New York.

**9. REPORT OF THE TENANT ASSOCIATION –** Viola Andrews, President

Hereto attached as Attachment A

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**10. REPORT OF THE RSC**

Hereto attached as Attachment B

**11. REPORT OF THE EXECUTIVE DIRECTOR** – Executive Director Linda Collins

Hereto attached as Attachment C - Linda asked for volunteers from the board to assist her with the mission statement for the 501C3. Betsy and Denise have volunteered to do that. The board discussed the replacement of the community hall roof as it was not approved under the Small Cities Grant. Linda does have 3 proposals on the roof. She will reach out to the companies and ask for updated proposals.

**12. POLICIES AND PROCEDURE** – None

**13. UNFINISHED BUSINESS** - None

**14. NEW BUSINESS** – None

**15. PUBLIC COMMENT** –

1. Viola A. #25 – As you know I am president of the Tenant Association and I do speak for a lot of the tenants. We've worked hard to open up communication with the tenants and the board. I don't want to be mean to Ms. Menard, a lot of our tenants objected to when she was RSC here and some of them are going to be very surprised when they find out she is on the board.

Denise stated that several residents have already invited her to coffee hour and hopefully we can get past the past.

Maureen P. #30 – On the roofing, we do not want a contractor that starts the roof and doesn't complete it. I wanted to have an open mind about the units we are going to build so I wanted to go see for myself.

I went to the Somers Housing Authority, they have cottages and building and they are very nice.

**16. SUGGESTION BOX** – None

**17. EXECUTIVE SESSION** – Contract Negotiations

Motion made and duly approved to go in to Executive Session at 7:53pm to include Executive Director Collins and Assistant Director Marisa Prior.

Motion made and duly approved to come out of Executive Session at 8:15pm.

No decisions were made in Executive Session.

**18. ADJOURNMENT**

Motion made and duly approved to adjourn at 8:20pm.

Respectfully submitted,

*Marisa Prior*

Recording Secretary

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**Attachment A**

**PARK HILL TENANT ASSOCIATION REGULAR MEETING**  
**November 12, 2019**

The meeting was opened at 10:00 a.m. by President Viola Andrews. Sharleen Craft, Member-at-large also attended along with eight member residents.

The minutes from the October 8, 2019 meeting were not read.

The treasurer's report for the month was read By Sharleen Craft, member-at-large. We currently have \$294.58 in the bank. Funds were spent on the October 25, 2019 Pizza Party which was given by the Tenant Association for all residents.

**Words from our President**

President Viola Andrews discussed some of the issues brought up during the October 22, 2019 East Windsor Housing Authority Board meeting.

Executive Director Linda Collins has been speaking with the Tri-town Hockey Boosters Club regarding volunteers who will assist residents with electronic devices. Hopefully, the program will begin in November or December.

The application for CHFA resident program funding is being completed. Originally, the Director requested funding for 2 computer instructors, picnic tables and park benches. Since we now have available instructors from the Tri-town Hockey Boosters Club, she is now requesting funds for three permanent gazebos or pavilions instead of the instructors. Our CHFA asset manager confirmed that this could qualify.

The East Windsor Housing Authority was approved to receive \$650,000 from the Small Cities Grant. The request to convert several tubs to showers was approved. The emergency access road for the first level and the new roof for the community hall were not. Our consultant, Jen Svelnys from the Housing Development Team is requesting a meeting with the Department of Housing to discuss why we weren't approved for all three projects.

A new front door for the Community Hall will soon be installed making access to the hall easier and more efficient.

President Viola Andrews then opened the floor to tenant comment.

Viola Andrews, president announced that our Christmas party will be on December 13, 2019 at 1:00 p.m. She also stated that our board meetings and Director's meetings should be attended by residents. "We get a lot of information that residents should know.

Sharleen Craft, social director reported that there will be no pot lucks in November or December and also that there will be no coffee hour on December 24, 2019 or December 31, 2019.

Maureen Prevetti commented on the Tri-town Hockey members who came to assist with electronic devices. She said they were very helpful and patient with all members who attended the first computer class.

The meeting was closed at 10:25 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  
November 2019**

**Resident Activities**

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

The monthly potluck supper was held on October 25th at 5:00pm. Many of the residents dressed up in Halloween Costumes. Approximately 14 residents attended this event.

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

On the first and third Friday of each month the residents have Game Night at 6:00pm which consists of board games and cards. All residents are welcome to attend. It's a great way to get out and socialize with other residents.

**Community Programs**

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. Four residents participated for the month of November.

Pam, our hairstylist was here on November 4<sup>th</sup> from 11:00am-2:00pm and 4 residents made appointments to get their haircut. She only charges \$12.00 and has gone to apartments for some of our more homebound residents.

**Upcoming Services and Future Events**

On November 22<sup>nd</sup> at 1:00pm in the Community Hall I will be hosting a game of Nutritional Bingo. Prizes will be awarded. I expect several residents to attend.

On Friday December 13<sup>th</sup> at 1:00pm the Annual Holiday Party will take place in the Community Hall. All residents, commissioners and staff are invited to attend this Festive event.

In the upcoming months some of the upcoming programs will include Transportation Bingo, Diabetes Education and presentations on how to maintain a healthy brain.

**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**

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**Attachment C**

**EAST WINDSOR HOUSING AUTHORITY**

**Executive Director's Report**

**November**

**2019**

**Management:**

On Saturday, November 9<sup>th</sup>, five Park Hill residents met with students from the Tri Town Hockey Booster Club for help with using a computer or an electronic device such as a cell phone or tablet. One of our residents brought her lap top to have one of the students help her condense her documents into individual files on her desktop. I emailed to Chief DeMarco from the police department some photos of our residents and the students working together on the computers that the department donated. Another class will be planned in the near future.

The Resident Program Funds application has been submitted to CHFA. Penny Fisher our Asset Manager called to say that she is reviewing it and will stay in touch with any questions that she may have. The application includes a request for funds for three gazebos, six picnic tables and six park benches.

On Tuesday November 12<sup>th</sup> Marisa and I attended a program on financing options for existing low-income multifamily apartment communities and new developments. It was sponsored by the Connecticut Green Bank. They provide low interest loans and technical assistance for renewable energy features such as solar panels, exterior upgrades, lighting and appliances. I'm interested in getting more information on solar panels for the community hall building and energy efficient upgrades for the apartments. As we continue our development plans for the 6 & 7 acres, I would like to have the Green Bank participate as well.

**Other Matters:**

**Feasibility Study**

On Friday, November 8<sup>th</sup> I scheduled a meeting with the Director of Planning and Development, Ruben Flores-Marzan and David Holmes our architect to discuss the site plans for the 6 and 7 acre parcels. Marie DeSousa also attended the meeting. Ruben agreed that a right of way from the 7 acres to Reservoir Avenue would be

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worth exploring instead of another access road to Park Hill and eliminate the need to demolish an apartment building. He also recommended that I should meet with the Director of Public Works and the Water Pollution Control Authority for their opinion on the site plans.

**501C3 Update**

I continue to work on the application for the 501C3 status with the assistance of the Pro Bono Partnership. They have several webinars available to assist with the process. I am working on a mission statement for the new nonprofit entity. We also need to form a separate Board with at least three members. I would like suggestions from the commissioners.

**Projects:**

**Small Cities Grant**

The Housing Authority was recently approved \$650,000 for the Small Cities Grant funds. Our request to convert several tubs to showers was approved. On Tuesday, November 26<sup>th</sup> I'll be participating in a conference call with Jen Svelnys our consultant, DOH staff and Melissa LaBelle from the First Selectman's office to discuss why we were not approved for all three projects; the emergency access roads and new roof for the community hall building.

**Vacancies**

We have one vacancy and one pending move out.

Respectfully Submitted,

Linda Collins

Executive Director