

**EAST WINDSOR HOUSING AUTHORITY REGULAR MEETING  
DECEMBER 16, 2019 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. Bowsza, and D. Menard were present. E. LeBorious was absent.

**2. MEETING MINUTES:**

A. Regular Meeting November 26, 2019

The minutes of the Regular Meeting of November 26, 2019 were reviewed by all Commissioners present. Commissioner Menard made motion, 2<sup>nd</sup> by Commissioner Calsetta to approve the minutes with stated corrections. – Under #8 – Report of the First Selectman “second to swear in Denise Menard” should read “second to vote in Denise Menard”. Commissioner Burnham clarified that the Board of Selectmen vote on a new commissioner and the Town Clerk swears in a new commissioner.  
In favor – Commissioners Burnham, Menard & Calsetta. Abstained – Commissioner Bowsza - Motion carried.

**3. ADDED AGENDA ITEMS – None**

**4. PUBLIC COMMENT - None**

**5. FEASIBILITY STUDY –**

Will be discussed in the Executive Directors Report

**6. COMMUNICATIONS** – Commissioner Menard mentioned that she came to the Christmas Party last week and it was lovely. It was very well done. Marie was here and Jason as well. It was a very nice time. Thank you for inviting me.

**7. FINANCIAL REPORTS –November 2019**

**8. REPORT OF THE BOARD OF SELECTMEN –**

Executive Director Linda Collins stated that First Selectman, Jason Bowsza, invited her to meet with him on December 5<sup>th</sup>. He was interested in knowing more about Park Hill. He was interested in our history and what our needs are. She invited him to coffee hour whenever he is available.

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

Hereto attached as Attachment A

**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. The replacement of the community roof was discussed. Commissioner Menard made motion, 2<sup>nd</sup> by Commissioner Bowsza to award the contract to Dzen Commercial Roofing.

Commissioner Burnham asked Linda to check with our insurance company regarding volunteers cleaning cars off for the residents.

**EAST WINDSOR HOUSING AUTHORITY REGULAR MEETING  
DECEMBER 16, 2019 MINUTES**

---

First Selectman Jason Bowsza joined the meeting at this time. Commissioner Burnham asked if he would like to say anything. Jason did state that he had a wonderful conversation with Linda regarding the needs of Park Hill. He stated he was delighted to join our holiday party Friday afternoon, it was a wonderful turn out. He stated the town's budget process is starting, we've sent out budget requests to departments and agencies that receive town funding asking them to respect the 2% provision in the charter. Jason did ask us if there was anything anyone needed. Commissioner Calsetta mentioned the PILOT, Jason stated that he didn't feel there would be an issue with this board. Sharleen asked about the railroad tracks, they are getting to be big ruts. Jason stated they are privately owned.

**12. POLICIES AND PROCEDURE – None**

**13. UNFINISHED BUSINESS - None**

**14. NEW BUSINESS – None**

**15. PUBLIC COMMENT –**

Deputy First Selectman Marie DeSousa apologized for being late, she had another meeting to attend. She has been in contact with a company regarding solar panels and they will be reaching out to Executive Director Linda Collins.

Joanna Dube #32 – About the roof, I volunteer at Golden Gavel and they had the roof done, I don't know who did the roof, and now it leaks more than it did. You really have to be careful who does it.

**16. SUGGESTION BOX – None**

**17. EXECUTIVE SESSION – None**

**18. ADJOURNMENT**

Motion made and duly approved to adjourn at 8:00pm.

Respectfully submitted,

*Marisa Prior*

Recording Secretary

**EAST WINDSOR HOUSING AUTHORITY REGULAR MEETING  
DECEMBER 16, 2019 MINUTES**

---

**Attachment A**

**PARK HILL TENANT ASSOCIATION REGULAR MEETING  
December 10, 2019**

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

Jeanne Swicklas, vice president read the minutes from the November 12, 2019 meeting and they were accepted by all in attendance.

The treasurer's report for the month.was not read.

**Words from our President**

President Viola Andrews discussed some of the issues brought up during the November 26, 2019 East Windsor Housing Authority Board meeting.

Executive Director Linda Collins reported that Penny Fisher, asset manager is reviewing the Resident Program Funds application that has been submitted to CHFA. This application includes a request for funds for three gazebos, six picnic tables and six park benches.

Linda Collins, executive director and Marisa Prior, assistant executive director attended a program sponsored by the Connecticut Green Bank on financing options for low income multi-family apartments and new developments. They provide low interest loans and technical assistance for energy features such as solar panels, exterior upgrading to lighting and appliances. Our interest is getting more information on solar panels for the community hall, energy efficient upgrades for apartments and development plans for the six and seven acres.

Executive Director Linda Collins met with East Windsor Director of Planning and Development Ruben Flores-Marazan, architect David Holmes and Marie DeSousa to discuss site plans for the six and seven acre parcels. Ruben agreed that a right of way through the seven acres to Reservoir Avenue would be better than another access road to Park Hill. This eliminates the need to demolish an apartment building. He also suggested meeting with the Director of Public Works and the Water Pollution Control Authority for their opinion on site plans.

"Many of our tenants were not happy with the selection of our new board member Denise Menard. As president of the Tenant Association and speaking for our tenants, I informed our board that we had worked hard to open communication between our board and tenants and I was hopeful that this wouldn't change. Some tenants' felt that Marie DeSousa's resignation was given on November 12, 2019 and within 8 days Denise Menard was selected for the board. The tenants felt no one else was given a chance to make an application for this position."

President Viola Andrews then opened the floor to tenant comment.

**EAST WINDSOR HOUSING AUTHORITY REGULAR MEETING  
DECEMBER 16, 2019 MINUTES**

---

Laverne Calsetta, tenant commissioner was surprised that she hadn't been informed of the new appointment to the board.

I, Jeanne Swicklas, Vice President stated that I felt that the decision had been made and the past is the past and that we should start over now. "You said how you felt at the board meeting and I don't even want to have to put this in the minutes now." Joanna Dube and Maureen Previti agreed with me, saying that they didn't know Denise and Sharleen Craft agreed with me as well.

Maureen Previti asked about parking and whether the decision had been made about numbered parking spaces. This will be brought up at the director's meeting.

Many attending members spoke on the subject of snow removal. Some felt it wasn't handled well after the last big storm. The safety lines weren't plowed so people could get to their cars. Maureen Previti wishes that the office would tell her where to move her car to and stated that not everybody can walk long distances after moving their car. Everybody attending felt that our maintenance crew needs more help during large snow storms. This will be brought up at the director's meeting.

Sharleen Craft, social director said that there will be a pot luck in January but we should think about having one every other month going forward. She also talked about needing help for coffee hour.

Viola Andrews, president thanked everybody that did help and wished everybody a Merry Christmas. She then announced upcoming events:

Director's meeting - Thursday, December 12, 2019 at 10:00 a.m.

Holiday party - Friday, December 13, 2019 at 1:00 p.m.

Housing Authority Board Meeting - Monday, December 16, 2019 at 7:00 p.m.

The meeting was closed at 10:37 a.m. by Viola Andrews, President.

Respectfully submitted by,  
Jeanne Swicklas  
Vice President

**EAST WINDSOR HOUSING AUTHORITY REGULAR MEETING  
DECEMBER 16, 2019 MINUTES**

---

**Attachment B**

**Resident Services Report  
East Windsor Housing Authority  
December 2019**

**Resident Activities**

The next potluck supper will be held on January 26th at 5:00pm. Approximately, 12 to 16 residents attend this event.

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

The residents continue to enjoy Coffee Hour every Tuesday morning 9am to 10am. Approximately twelve to sixteen residents attend this popular and important event.

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

**Community Programs**

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.

On November 22<sup>nd</sup> in the community hall at 1:00pm, I hosted a game of Nutritional Bingo. Prizes were awarded. 4 residents participated in this event.

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.

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-10:00am. Four residents participated for the month of December.

**Upcoming Services and Future Events**

A representative from East Windsor Human Services will be here at Park Hill early next year and will be taking Energy Assistance applications in the Community Hall. This program is vital to the residents because without it many of the residents would not be able to pay their energy bills.

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 food stamps, 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  
DECEMBER 16, 2019 MINUTES**

---

**Attachment C**

**EAST WINDSOR HOUSING AUTHORITY  
Executive Director's Report**

**December**

**2019**

**Management:**

The students from Tri Town Hockey Booster Club will be returning to Park Hill after the Holidays to work with the residents on their electronic devices. They are also available for other projects such as snow removal. When we have our next significant snow storm, I will call their coordinator to arrange to have some of the students come to Park Hill and help our residents with clearing the snow off of their cars. They would also be able to help the maintenance staff clear the sidewalks as well.

The Resident Program Funds application has been submitted and is being reviewed by CHFA. The application includes a request for funds for three gazebos, six picnic tables and six park benches. There is no expense to the Housing Authority.

On Monday, January 14th Marisa and I will be attending the annual Emergency Management Team meeting held at the Warehouse Point Town Annex. Chief DeMarco coordinates this event and is attended by first responders and representatives from various town departments who would be involved with overseeing an emergency situation that would require residents to follow an evacuation procedure. Topics include sheltering in place and the necessity to move residents to a designated shelter. An evacuation plan has been developed for the Town and Park Hill is included.

**Other Matters:**

**Feasibility Study**

Site plans for the development of the 6 & 7 acre parcels have been given to the Director of Public Works and the Water Pollution Control Authority for their review.

**EAST WINDSOR HOUSING AUTHORITY REGULAR MEETING  
DECEMBER 16, 2019 MINUTES**

---

**501C3 Update**

Commissioners Betsy LeBoriosis and Denise Menard have offered to participate to work on the 501C3 application with the assistance of the Pro Bono Partnership. We need to create a mission statement and Board specific to the nonprofit entity. Other to do items include a three year budget projection, a list of proposed advantages for a nonprofit status such as applying for grants and other funding.

**Projects:**

**Small Cities Grant**

The Housing Authority was awarded \$650,000 for the Small Cities Grant funds to convert several tubs to showers. On Tuesday, November 26<sup>th</sup> I participated 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. The entire application process is very competitive and there were numerous applications. The distribution of funds was awarded to only thirteen towns based on necessity. Our tub to shower conversion project was considered a priority; the emergency access roads and community hall roof were not.

**Community Hall Roof Replacement**

As discussed at our last Board meeting, the Housing Authority will need to incur the expense of replacing the community hall roof since it was not approved for funding through the Small Cities Grant. Since our last meeting I contacted the three lowest bidders who previously submitted proposals. I will discuss these proposals at the next Board meeting on the 16<sup>th</sup>.

**Vacancies**

We have two vacant units. One is due to an incident that now requires significant repairs. Our insurance company and restoration company are coordinating the repairs.

Also, we have one pending move out.

Respectfully Submitted,

Linda Collins

Executive Director