

**EAST WINDSOR HOUSING AUTHORITY REGULAR MEETING
JANUARY 28, 2020 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, E. LeBorious and D. Menard were present.

2. MEETING MINUTES:

A. Regular Meeting December 16, 2019

The minutes of the Regular Meeting of December 16, 2019 were reviewed by all Commissioners present. Commissioner Calsetta made motion, 2nd by Commissioner Menard to approve the minutes as presented. All in favor –Motion carried.

B. Special Meeting January 7, 2020

The meeting was cancelled due to not having a quorum.

3. ADDED AGENDA ITEMS –

A. Motion made and duly approved to add to Executive Session as item C Terminated Employees.

4. PUBLIC COMMENT - None

5. FEASIBILITY STUDY –

Will be discussed in the Executive Directors Report

6. COMMUNICATIONS – None

7. FINANCIAL REPORTS –December 2019

8. REPORT OF THE BOARD OF SELECTMEN – Marie DeSousa

Deputy First Selectman Marie DeSousa reported that First Selectman Jason Bowsza is trying to do a lot of extra meetings during the day at the senior center for those that can't get out at night. He is reaching out and listening to people. The board has been busy reaching out to various commissions and sharing information with ourselves and on-line. We're moving forward one day at a time.

9. REPORT OF THE TENANT ASSOCIATION – Jeanne Swicklas, Vice 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. Commissioner Menard will meet with Linda on February 6th to assist with the 501C3 application. Commissioner LeBorious will call in during that time to assist as well.

12. POLICIES AND PROCEDURE – None

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13. UNFINISHED BUSINESS - None

14. NEW BUSINESS – None

15. PUBLIC COMMENT –

Sharleen C #57 –Asked if when the kids come to shovel the sidewalks if they can clear in between the cars so we can get to our cars.

Jeanne S. #21 – Asked about the front door to the community hall. Linda did say it was shipped dented so it had to be re-ordered.

Vila A #25 – Mentioned that not everyone can get to the senior center, perhaps Senator Anwar and Mr. Bowsza can come here.

16. SUGGESTION BOX – None

17. EXECUTIVE SESSION –

A. Maintenance Position

B. Real Estate Concerns

C. Terminated Employees

Motion made and duly approved to go in to Executive Session at 7:30pm to include Executive Director Collins and Assistant Executive Director Marisa Prior.

Motion made and duly approved to come out of Executive Session at 8:55pm.

Commissioner Menard made motion, 2nd by Commissioner LeBorinous to change policy for the maintenance position to 40 hours a week for a full time and no less than 15 hours to no more than 25 hours a week for a part-time position. Employment will be contingent on passing a pre-employment physical and drug test. After a 90 day probation, vacation will be accrued on a monthly basis, the Housing Authority will contribute 50% towards the cost of health insurance. All in Favor. Motion passed.

No decisions were made regarding real estate concerns.

Commissioner Menard made motion, 2nd by Commissioner LeBorinous to not change policy per a request made by a terminated employee. All in Favor. Motion passed.

18. ADJOURNMENT

Motion made and duly approved to adjourn at 9:03pm.

Respectfully submitted,

Marisa Prior

Recording Secretary

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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.

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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 Prevetti agreed with me, saying that they didn't know Denise and Sharleen Craft agreed with me as well.

Maureen Prevetti 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 Prevetti 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

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Attachment B

**Resident Services Report
East Windsor Housing Authority
January 2020**

Resident Activities

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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 9:00am to 10:00 am. Approximately 10 to 14 residents attend this popular 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

The Visiting Nurse Association provides a monthly free blood pressure and blood sugar screening at Park Hill. 5 residents participated for the month of January.

On December 13, 2019 at 1:00 pm the Annual Holiday party was held in the Community Hall the Holiday party was a great success. The food was catered by MacNelly's and 44 people attended the Holiday Party including staff and commissioners.

Upcoming Services and Future Events

On February 19, 2020 at 10:00 am in the Park Hill community hall Chief of Police DeMarco will be here to discuss Emergency Preparedness. All Park Hill residents are encouraged to attend this important presentation.

On February 23, 2020 a representative from East Windsor Human Services will be at Park Hill in the community room from 10:00am-2:30pm to help the residents apply for Energy Assistance. This program is vital to the residents to help reduce their energy bills.

On January 28, 2020 at 1:00 pm Marlene Schemp from Way To Go CT will be here to host a game of Transportation Bingo. Prizes will be awarded. Way To Go CT offers information about all types of transportation for the State of CT which includes free and for fee transportation services.

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

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

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.

501C3 Update

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Commissioners Betsy LeBorinous 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 non profit 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 26th 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 16th.

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