

**EAST WINDSOR HOUSING AUTHORITY REGULAR MEETING
FEBRUARY 26, 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 and A. Bowsza were present. Commissioners E. LeBorious and M. DeSousa were absent.

2. MEETING MINUTES:

A. Special Meeting January 17, 2019

The minutes of the Special Meeting of January 17, 2019 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.

B. Regular Meeting January 22, 2019

The minutes of the Regular Meeting of January 22, 2019 were reviewed by all Commissioners present. Commissioner Bowsza made motion, 2nd by Commissioner Calsetta to approve the minutes as presented. All in favor - Motion carried.

3. ADDED AGENDA ITEMS –

Motion made and duly approved to add the CDBG Grant to 12. Unfinished Business as item A.

4. PUBLIC COMMENT – None

5. LEGISLATIVE BILLS AND COMMUNICATIONS

A. RSC 2nd Quarter Report

B. CHFA 2nd Quarter Report

6. FINANCIAL REPORTS – January 2019

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

11. POLICIES AND PROCEDURE –

A. Tenant Selection Policy #19-0001 - Executive Director Linda Collins presented a change to the Tenant Selection Policy which was reviewed by all commissioners present. Commissioner Bowsza made motion, 2nd by Commissioner Calsetta to approve the changes to Tenant Selection Policy #19-0001. All in favor - Motion carried.

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12. UNFINISHED BUSINESS:

A. CDBG Grant – Executive Director Linda Collins discussed with the commissioners the fees associated with the grant and the need to hire an architecture firm. Executive Director Collins proposed hiring Capital Studios to do the work needed for the CDBG Grant. She explained that since we had just gone through the procurement process for the feasibility study, it would make sense to use the same firm for this grant. She also explained that this was acceptable by our CHFA asset manager, however it did need to be approved by the commissioners.

Commissioner Bowsza made motion, 2nd by Commissioner Calsetta to hire Capital Studio for architectural services needed to proceed with the CDBG Grant. All in favor - Motion carried.

Commissioner Calsetta made motion, 2nd by Commissioner Bowsza to approve application fees in the amount of \$39, 140.00 for the CDBG Grant for the conversion of tubs to showers, emergency vehicle accessible road, and other improvements needed throughout the property.

All in favor – Motion carried.

13. NEW BUSINESS – None

14. PUBLIC COMMENT - None

15. SUGGESTION BOX – None

16. EXECUTIVE SESSION – None

17. ADJOURNMENT

Commissioner Bowsza made motion, 2nd by Commissioner Calsetta to adjourn at 7:57pm.
All in favor – Motion carried.

Respectfully submitted,

Marisa Prior

Recording Secretary

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Attachment A

PARK HILL TENANT ASSOCIATION REGULAR MEETING

February 12, 2019

The meeting was opened at 9:40 a.m by President Viola Andrews. It was started early due to the coming snow storm. Sharleen Craft, member-at-large also attended along with seven member residents.

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

Sharleen Craft, member-at-large read the treasurer's report for the month and it was accepted by all in attendance. We currently have \$304.76 in the bank.

Words from our President

President Viola Andrews reported on the main issues covered at the January 22, 2019 East Windsor Housing Authority Board Meeting.

An architect from Capital Studio Architects attended the board meeting. They have been selected to conduct a feasibility study on the seven acre parcel and to give a proposal for a feasibility study on the six acre parcel. The cost of the study being done is \$23,250.

A French drain will be built to protect apartments 31-36 from water condensation.

In April 2018, the Park Hill tenants voted to extend the Park Hill Tenant Association officer's terms to two years instead of one. Due to this vote, there won't be an election for officers this year.

"This year, I want our tenants to work on bringing new tenants into our association. What I'd like to suggest is that we form a committee to welcome new tenants. We can hand out our two coffee hour coupons and the letter I wrote to welcome new people."

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

It was suggested that a luncheon be held on St. Patrick's Day. This will be discussed further at our next meeting.

Upcoming events were announced.

Director's meeting - Thursday, February 14, 2019 at 10:00 a.m.

Pot luck supper - Friday, February 22, 2019 at 5:00 p.m.

Board of Commissioners' meeting - Tuesday, February 26, 2019 at 7:00 p.m.

The meeting was closed at 10:00 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
February 2019**

Resident Activities

Coffee Hour is scheduled every Tuesday morning and continues to be a popular event. Approximately 14 residents attended January's weekly Coffee Hour.

The monthly potluck supper was held January 25th at 5:00pm. Approximately 16 residents attended this event.

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

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-10:00am. 5 residents participated for the month of January.

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.

On January 11th a representative from The North Central Area on Aging did a presentation on "How to Help Prevent Health Care Fraud and Abuse" such as helping Medicare beneficiaries prevent, detect and report health care fraud. Approximately 7 residents attended this event.

Upcoming Services and Future Events

A representative from East Windsor Human Services will be here on Feb 20th to assist our Park Hill Residents with the Energy Assistance Program. If a resident meets the income and asset criteria the program will allow them to afford their heating and electric bill.

I'm going to organize a walking group when the weather is warmer. I'm hopeful that several residents will participate.

I'll be contacting Representative Christopher Davis's office and invite him back to Park Hill to discuss the recent utility increases and what the residents can do as a group to help prevent these hikes.

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Services and Referrals

I assisted several residents with Safe Link and 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.

On January 15, 2018, I attended the Vernon Multi-Disciplinary Team Meeting. This meeting is held monthly and consists of many area professionals such as nurses, social workers, police and attorneys. The Vernon Multi-Disciplinary Team uses education and advocacy to seniors and adults.

Respectively Submitted,

Jeannine Henneberger, RSC

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Attachment C

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

February

2019

Management:

David Holmes from Capital Studio Architects has been selected to conduct the feasibility study for the existing Park Hill, the 7 acre parcel and also the recently acquired 6 acre parcel. As discussed at our last Board meeting a standard contract has been signed between Capital Studio and the Housing Authority for the agreed amount for the feasibility study. I had an opportunity to also speak with Peter Hance a consultant from "The Affordable Housing Collaborative" who will be working on funding options as part of the study. David has received a complete set of the surveys from JR Russo.

On Thursday April 4th Penny Fisher our CHFA Asset Manager will be at Park Hill for a site visit. She will be reviewing tenant files, inspecting a few apartments and an overall assessment of the property.

During our last Special Board meeting we met with Jason Geel from Maletta & Company to discuss our latest audit. Jason brought to our attention that the Housing Authority did not receive a year end distribution in 2018 from Winn Management as part of our Mill Pond partnership. I spoke with one of the Account Executives at Winn Management and he concurred that we did not receive a year end distribution because Mill Pond had some unexpected Capital expenditures and not enough reserves to cover the cost. I have requested that he forward to me a copy of the original agreement with Winn Management and the Housing Authority.

Other Matters:

The Department of Housing (DOH) is reviewing the Critical Needs application to replace the Community Hall roof. It appears that this project may not qualify due to the lack of urgency and that we recently utilized funds from this same grant. This program is very competitive and apparently the seriousness of the application requests is rated accordingly. Also, the funds for the Critical Needs program is no longer structured as a grant, it is a no interest loan. Based on this recent information, I asked Jen Svelnys our consultant for the Small Cities Grant to include the roof replacement in the application.

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Projects:

Upcoming Small Cities Grant Application

I met with Jen Svelnys and Kent Lewis from the Housing Development Team on February 1st to discuss the next steps for the Small Cities Grant. The First Selectman also attended. We discussed the application process and the projects that the Housing Authority would like to consider. I explained that we have discussed an access road along the fence line parallel to the train tracks. This would allow first responders to get their vehicles closer to the buildings particularly the first three buildings on the left near the Park Hill entrance that are far from the parking area. I also mentioned the need for a bathroom that would be accessible and near the Pavilion, solar panels and upgrades to the bathrooms and kitchens in our apartments.

Small Cites Program Funds

The four shower conversions have been completed. The residents are very excited about being able to take a shower with little or no assistance.

Matching Grant

Cox Communications has installed the equipment to provide internet service for the two new cameras that will be installed on the roof of the third level laundry room. It is anticipated that the installation of the cameras will be completed in the next couple of weeks depending on weather conditions.

Vacancies

We have two pending move outs.

Respectfully Submitted,

Linda Collins, Executive Director