

**EAST WINDSOR HOUSING AUTHORITY REGULAR MEETING
MAY 28, 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, E. LeBorious, and A. Bowsza were present. Commissioner M. DeSousa was absent.

2. MEETING MINUTES:

A. Regular Meeting April 23, 2019

The minutes of the Regular Meeting of April 23, 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.

3. ADDED AGENDA ITEMS –

Motion made and duly approved to add Policy #11-0005 Emergency Call-in and Compensation – Maintenance to #12 Policies and Procedures.

4. PUBLIC COMMENT –

Viola A. #25 – We would like to see a better background check done here. Viola suggested that perhaps the board members wanted to come during the daytime and walk the grounds that surrounds our community hall. She feels there are issues that need to be addressed.

5. FEASIBILITY STUDY – Patrick Mancuso, Capital Studio

Mr. Mancuso presented preliminary drawings of what could possibly be built on the 7 and 6 acre parcels. The Board asked for some different style housing that was being presented. Mr. Mancuso will have additional drawings ready for our June meeting.

6. LEGISLATIVE BILLS AND COMMUNICATIONS - None

7. FINANCIAL REPORTS – April 2019

Motion made to acknowledge financials, motion carried.

8. REPORT OF THE BOARD OF SELECTMEN –

Executive Director Collins reported that she attended the Board of Selectmen meeting on May 16, 2019 to discuss the PILOT program. The selectman agreed to reduce the payment to 5% for the 2019/2020 fiscal year. Brian Cote of Reservoir Ave. asked for explanation of how the PILOT works. Executive Director Collins explained what formula is used to achieve the PILOT amount that is paid to the town.

9. REPORT OF THE TENANT ASSOCIATION BOARD –

Hereto attached as Attachment A

10. REPORT OF THE RSC – Hereto attached as Attachment B

11. REPORT OF THE EXECUTIVE DIRECTOR – Hereto attached as Attachment C

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12. POLICIES AND PROCEDURE –

A. Policy #11-0005 Emergency Call-in and Compensation–Maintenance - Executive Director Collins stated she wanted to rescind this policy due to it being addressed in the Personal Policy. Commissioner LeBoriosis made motion, 2nd by Commissioner Calsetta to rescind Policy #11-0005. All in favor – Motion carried.

13. UNFINISHED BUSINESS –

A. Parking Policy – Executive Director Collins updated the commissioners on what other housing authorities do. She reached out to four authorities and three got back to her. Two do not have assigned parking and 1 does. The residents expressed concern regarding how the parking spots will be assigned. Per the request of the Board, Executive Director Collins will continue to look in to the matter and report back next month.

B. Smoking Policy - Executive Director Collins shared with the board a letter from a resident regarding the burning of a candle for religious reasons. The Board will make a decision at their June meeting.

14. NEW BUSINESS - None

15. PUBLIC COMMENT - None

16. SUGGESTION BOX – None

17. EXECUTIVE SESSION – Budget

A. Budget - Motion made and duly approved to go in to Executive Session at 8:45pm to discuss the 2019/2020 budget to include Executive Director Collins and Executive Assistant Marisa Prior.

Motion made and duly approved to come out of Executive Session at 9:20pm.

Commissioner Calsetta made motion, 2nd by Commissioner LeBoriosis to approve the 2019/2020 budget as presented. All in favor – Motion carried.

18. ADJOURNMENT

Motion made and duly approved to adjourn at 9:25pm.
All in favor – Motion carried.

Respectfully submitted,

Marisa Prior

Recording Secretary

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Attachment A

**PARK HILL TENANT ASSOCIATION REGULAR MEETING
May 14, 2019**

The meeting was opened at 9:55 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 April 9, 2019 meeting and they were accepted by all in attendance.

Sharleen Craft, member-at-large read the treasurer's report for the month and it was accepted by all in attendance. We currently have \$392.22 in the bank.

Words from our President

President Viola Andrews discussed some of the issues brought up during the April 23, 2019 East Windsor Housing Authority Board meeting.

Once a year the Housing Authority Board of Commissioners must vote on officers such as Chairman, Vice Chairman, etc. The board unanimously voted that all the officers would keep their present positions.

The issue of designated parking was discussed by tenants and board members. It was decided that Director Linda Collins would check with other housing authorities regarding their policies on designated parking. She will also provide a count of how many apartments and parking spaces there are. It was also stated that if the Small Cities Grant comes through and an access road is built there should be twenty-four more parking spaces built as well. This will be discussed again at the May 28, 2019 Board meeting.

The application for the Small Cities Grant was submitted to the Department of Housing on Friday, April 12, 2019 by Jen Svelnys, the consultant from the Housing Development Team. Capital Studios Architectural Services assisted in the application process. The letters of support written by tenants and staff from various East Windsor municipal departments were included with the application.

Board member Marie DeSousa stated that our new State Senator Saud Anwar would like to meet with our tenants. Director Linda Collins will look into setting up a meeting.

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

Sharleen Craft, social director asked if we should have a pot luck this month so close to Memorial Day. A vote was taken and it was unanimous that we would cancel it for May.

Sharleen Craft also asked if we should have an ice cream social or strawberry shortcake social. A vote was taken and it was decided that we will have an ice cream social. It will be held on June 23, 2019 at 4:00 p.m.

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Upcoming events were announced.

Director's meeting - Thursday, May 16 2019 at 10:00 a.m.

Board of Commissioners' meeting - Tuesday, May 28, 2019 at 7:00 p.m.

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
May 2019**

Resident Activities

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

On Friday nights approximately 4 to 6 residents get together to watch a movie in the community room. This is a great way for the residents to get out of their apartments and socialize with their neighbors.

On May 5th a Cinco DeMaio Luncheon was held in the Park Hill Community Room. Approximately 16 Park Hill Residents attended this event.

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.

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. 4 residents participated for the month of May.

Upcoming Services and Future Event

Renters Rebate has started and residents can make an appointment with Human Services. This program runs until October 1st. On June 25th a representative from the East Windsor Social Services Department will be at Park Hill to assist residents with the Renters Rebate application

Future events will include presentations from The Alzheimer's Association and North Central Public Health Department.

Services and Referrals

On April 30th from 9:00am to 12:30pm, I attended a seminar sponsored by Enfield Commission on Aging. The topic that was presented was information about Alzheimer's and Dementia. It was informative and I was able to do some networking for future presentations at Park Hill.

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.

Respectively Submitted,

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Jeannine Henneberger, RSC

Attachment C

EAST WINDSOR HOUSING AUTHORITY

Executive Director's Report

May

2019

Management:

On Tuesday, June 11th at 1:00pm Senator Saud Anwar will be here at Park Hill to discuss with the residents pertinent issues that are important to our community and population. In general he is an advocate for human rights and locally is very supportive of the people of the towns that he represents; East Windsor, East Hartford, Ellington and South Windsor. Residents should feel free to ask Senator Anwar questions.

The East Windsor Police Department donated two computers to the Park Hill community. They will be located in the community hall for the residents to use. They can email family and friends, play games or research a favorite topic. I'll be exploring different options to have someone from the community available to have teaching sessions or just answer questions as needed.

On Tuesday, April 23rd Marisa Prior our Executive Assistant and I attended a Small Housing Authority meeting sponsored by ConnNahro. We discussed topics of interest for the upcoming ConnNahro convention in August. A representative from HAI (Housing Authority Insurance Group) made a presentation on the importance of having an evacuation plan should there be a fire or other emergency that would require residents to leave their apartments. I'll be working with the Fire Marshall to develop a plan for Park Hill.

Other Matters:

Marisa Prior our Executive Assistant and Sarah Prestwich our Maintenance Laborer attended a Fair Housing Training presented by Conn Nahro. Most of the Park Hill staff members have attended a Fair Housing training within the last two years. Our Resident Coordinator will be attending the next available training.

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Projects:

Feasibility Study

David Holmes the Architect from Capital Studio has offered to attend our Board meeting on May 28th to present updates on the feasibility study that he is preparing on the 7 and 6 acre parcels. Neighbors of both parcels are being notified that they are welcome to attend our Board meetings and or call the Park Hill office anytime for updates on the progress of the study.

Matching Grants

The Wi-Fi connection issues with the two new cameras have been resolved. We now have a total of six security cameras.

Power Washing

Maintenance as started power washing the exterior of the buildings beginning with the first building on the left near the entrance. Some of the community hall building has been done as well.

Fire Alarm Inspection

On Tuesday, May 21st and Wednesday May 22nd the fire alarm system including the call for aides will be tested. All residents have been notified that the technicians will need to enter their units.

Vacancies

There is one vacancy and one pending move out.

Respectfully Submitted,

Linda Collins, Executive Director