

**EAST WINDSOR HOUSING AUTHORITY REGULAR MEETING  
JULY 23, 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 and E. LeBoriosis were present. Commissioners M. DeSousa and A. Bowsza were absent.

**2. MEETING MINUTES:**

A. Regular Meeting June 25, 2019

The minutes of the Regular Meeting of June 25, 2019 were reviewed by all Commissioners present.

Commissioner Calsetta made motion, 2<sup>nd</sup> by Commissioner LeBoriosis to approve the minutes as presented. All in favor - Motion carried.

**3. ADDED AGENDA ITEMS –**

Motion made and duly approved to add to New Business as item A Commissioner Information

**4. PUBLIC COMMENT - None**

**5. FEASIBILITY STUDY – David Holmes & Pat Mancuso, Capital Studio**

Mr. Holmes & Mr. Mancuso presented drawings with the changes that were requested at a previous meeting of what could possibly be built on the 7 and 6 acre parcels. Commissioner Burnham asked to have several copies of the drawings sent to the office. Attending neighbors were S. Rauschenbach, B. Cote, and J. Lajoie. S. Rauschenbach asked Mr. Holmes if she could get a copy of the drawings. Executive Director Collins suggested to Mr. Holmes to have a PDF sent to her so she may print copies to share with anyone who is interested. The Commissioners would like some changes made to the drawings. Capital Studio will present the changes at our next board meeting to be held on August 19<sup>th</sup>.

**6. LEGISLATIVE BILLS AND COMMUNICATIONS - None**

**7. FINANCIAL REPORTS – June 2019**

**8. REPORT OF THE BOARD OF SELECTMEN - None**

**9. REPORT OF THE TENANT ASSOCIATION – Jeanne Swicklas, Vice President**

Hereto attached as Attachment A

**10. REPORT OF THE RSC**

A. Year End Report – Hereto attached as Attachment B

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

Hereto attached as Attachment C

**12. POLICIES AND PROCEDURE**

A. 13-001 Pet Policy – Executive Director Collins presented to the board changes to the pet policy that pertain to cats. Commissioner Calsetta made motion, 2<sup>nd</sup> by Commissioner LeBoriosis to approve the changes to Pet Policy 13-001 as presented. All in favor – motion passed.

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**13. UNFINISHED BUSINESS**

A. Smoking Policy – Motion made and duly approved to table this until next month.

**14. NEW BUSINESS –**

A. Commissioner Information –

Commissioner Burnham announced that Commissioner DeSousa will be running for selectman in November. In the event that she gets elected, she will have to resign from the board for the East Windsor Housing Authority.

**15. PUBLIC COMMENT –**

Commissioner LeBoriosis commented on the house on the corner that is for sale. She asked if we looked in to how much it was listed for.

**16. SUGGESTION BOX – None**

**17. EXECUTIVE SESSION - Personnel Issue**

Motion made and duly approved to go in to Executive Session at 8:40pm to discuss a Personnel Issue to include Executive Director Collins and Assistant Executive Director Marisa Prior.

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

Commissioner LeBoriosis made motion, 2<sup>nd</sup> by Commissioner Calsetta to spend up to \$2,453.00 on the RSC position for the 2019/2020 fiscal year.

In Favor: Commissioners Calsetta & LeBoriosis    Opposed: Commissioner Burnham.    Motion passed.

**18. ADJOURNMENT**

Motion made and duly approved to adjourn at 9:25pm.

Respectfully submitted,

*Marisa Prior*

Recording Secretary

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**Attachment A**

**PARK HILL TENANT ASSOCIATION REGULAR MEETING**  
**July 9, 2019**

The meeting was opened at 9:40 a.m. by President Viola Andrews. Jeanne Swicklas, Vice President, Pauline Legasse, treasurer and Sharleen Craft, Member-at-large also attended along with six member residents.

Jeanne Swicklas, Vice President read the minutes from the June 11, 2019 meeting and they were accepted by all in attendance.

Pauline Legasse, treasurer read the treasurer's report for the month and it was accepted by all in attendance. We currently have \$374.66 in the bank.

**Words from our President**

President Viola Andrews discussed some of the issues brought up during the June 25, 2019 East Windsor Housing Authority Board meeting.

Director Linda Collins spoke about the two computers donated to Park Hill for residents to use. The Housing Authority Small Development Grant Program has funding available for resident programs. Our Director along with our Resident Service Coordinator will submit an application for fund an instructor to teach interested residents how to use a computer. The minimum amount that can be requested is \$1,000.00 and the maximum is \$5,000.00. Also being explored are other programs and activities to include in the application.

Capital Studios will be at the Tuesday, July 23, 2019 East Windsor Housing Authority board meeting to give updates on the feasibility study on the six and seven acres. Neighbors of both parcels have been invited to board meetings, given access to our web site and been invited to call our director anytime.

Within three and a half weeks after the May 28, 2019 board meeting, all homes on the first level have been powerwashed, gutters are being cleaned and all gazebos have been assembled. The Park Hill Tenant Association is sending a great big thank you out to maintenance staff.

Park Hill may soon have an estimate on installing a catch basin near the second level laundry room and additional drainage where there are moisture problems in some of the apartments.

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

Viola Andrews, president expressed concerns about our reach out program that sends get well and sympathy cards out to tenants. This program needs tenants to relay information if tenants are going to receive cards, especially those who live up the hill.

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President Viola Andrews also stated that tenants on the first level have concerns regarding the removal of stop signs. People driving down the hill who no longer have to stop make it dangerous for people backing out. This will be brought up at the director's meeting.

Helen Calsetta expressed concern about when the back of her building will be powerwashed. This will be brought up at the director's meeting.

Pauline Legasse expressed concern about Eversouce bills and whether they are actually reading meters. This will be brought up at the director's meeting.

She also was concerned that when her fire alarm went off, the fire department did not come to the house. This will also be brought up at the director's meeting.

Upcoming events were announced.

Director's meeting - Thursday, July 11, 2019 at 10:00 a.m.

"How to Shop on a Budget".- Friday, July 19, 2019 at 1:00 p.m.

Board of Commissioners' meeting - Tuesday, July 23, 2019 at 7:00 p.m.

Pot Luck Supper - Friday, July 26, 2019 at 5:00 p.m.

The meeting was closed at 10:20 a.m. by Viola Andrews, President.

Respectfully submitted by,  
Jeanne Swicklas  
Vice President

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**Attachment B**

**ANNUAL RSC REPORT  
Year Ending June 30, 2019**

**Resident Services Coordinator Program**

East Windsor Housing Authority

Number of Units 84

Table 1 – Client Status by Housing Development

Columns	A	B	C	D	E	F
Type of Activities	1st qtr.	2nd qtr.	3rd qtr.	4th qtr.	Total	
A. # Residents Reported at End of Last Quarter	90	88	86	84	348	
# Transferred to Congregate Housing	0	0	0	0	0	
# Transferred to Assisted Living	0	0	0	1	1	
# Transferred to Nursing Home	0	3	1	0	4	
# Transferred to Hospice	0	0	0	0	0	
# Transferred to Other	3	1	1	0	5	
# Transferred to Hospital	0	0	0	0	0	
# Deceased	1	1	0	0	2	
# No Longer Needing Services (permanently out)	2	1	2	2	7	
Total subtracted from A. above	2	4	2	2	10	
Residents/Clients Remaining	88	84	84	81	337	
B. # of New Residents/Clients:	5	2	4	5	16	
# Screened/Evaluated (Exhibit B) This Quarter	5	2	4	5	16	
# Requiring Services This Quarter	3	2	4	5	14	
Total New Residents/Clients added to A. above	5	2	4	5	16	
Total # of New Residents/Clients (A & B)	95	86	88	86	355	
C. Types of Services Referred or Provided						
Homemaker	2	1	1	2	6	
Home Health Aide	1	0	1	1	3	
Yearly Flu Clinic						
Valentine's Tea Party						
Monthly Program "Ask the Nurse" Referrals	1	1	0	0	2	

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Health Screening Blood Pressure/Blood Sugar (Monthly	20	15	13	17	65
Community Meals (# of Meals on Wheels)	422	388	381	342	1533
Transportation Services (# of Dial-A-Ride)	382	376	368	372	1498
Public Assistance Programs:					
SNAP referrals	4	3	3	4	14
DSS Ct Home Care Program	2	1	2	1	6
Adult Day Care	0	0	0	1	1
Assurance Wireless Safe Link phone	4	6	5	2	17
Protective Services/Conservator	2	2	0	2	6
Substance Abuse Services	1	1	0	0	2
Renters Rebate	0	0	0	20	20
Mental Health Services/Support Group	1	1	1	2	5
Mediation/Facilitation Services	1	0	0	0	1
Legal Services	2	1	1	1	5
Medicare/Health Insurance	14	8	13	10	45
Friendly Visitor/Companion	1	2	1	1	5
Health Screening	18	4	2	2	26
File of Life Packet distribution	3	3	4	5	15
Money Management	1	1	1	2	5
Relocation Planning	1	0	0	0	1
Socialization/Recreation provided as listed below:					
Tenant Assoc. Pot Luck Dinners –	32	18	42	24	116
Tenant Assoc. Weekly Coffee Social	156	143	156	158	613
Tenant Assoc. Weekly Bingo	130	94	91	78	393
Various monthly presentations	8	27	8	16	532
Annual Summer Picnic	40	0	0	0	40
Holiday Party	0	50	0	0	50
Wellness Checks – In-home visits	16	14	10	12	52
Creation, Publication & Distribution Monthly	252	252	252	252	1,008
Distribution of Welcoming Packets	5	2	2	5	14
Haircuts By Pam	0	0	5	6	11

**Instructions:**

- Columns B, C, and D – indicate the number of residents/clients by housing development – isn't this all one development?
- Column E – indicate the total number of residents for all housing site covered by this grant
- Use “N/A”, when a category is not applicable
- Use “0”, when category is applicable but no activity occurred in the quarter

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Table 2 – RSC’s Allocation of Time by Functions

<b>Functions</b>	<i>Time Allocation - %</i>				
Evaluating residents	25	15	15	20	
Developing a case of file residents	10	15	20	15	
Establishing linkages with service agencies	5	15	5	5	
Referring residents to services	20	10	10	20	
Providing direct service	5	5	5	5	
Educating residents about rights, entitlement programs, etc.	20	25	30	20	
Educating management staff	0	0	0	0	
Staff and Board Meetings	5	5	5	5	
Reporting	5	5	5	5	
Mediation/Conflict Resolution	5	5	5	0	
Other – Monthly Programs Calendar	0	0	0	5	
<b>TOTAL</b>	100	100	100	100	

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**Attachment C**

**EAST WINDSOR HOUSING AUTHORITY**

**Executive Director's Report**

**July**

**2019**

**Management:**

The East Windsor Police Department donated two computers to the Park Hill community for our residents to use. Our plan is to have the computers set and up and available for the residents to use within the next couple of weeks. The Connecticut Housing Finance Authority (CHFA) currently has funding available for resident programs. Along with our Resident Services Coordinator, we are submitting an application to fund an instructor to teach our residents how to use a computer. We are calling local community colleges and (Informational Technology) IT companies to inquire about the availability for an instructor. We will also be exploring other programs and activities to include in the application.

Marisa, our Executive Assistant and I have begun interviewing accountants to periodically review our quarterly financials and CHFA reports and be available for questions particularly as they relate to Quick Books. I have two proposals and once I have a third I will present the quotes to the Commissioners.

**Other Matters:**

Capital Studio will be returning on Tuesday July 23<sup>rd</sup> to give us updates at our Board meeting in regards to the feasibility study for the 6 and 7 acres.

Both parcels have been hayed.

I have started contacting legal firms to inquire about how the Housing Authority can apply for a 501©3 status. The Willimantic Housing Authority recently applied for their non profit status with the assistance of the Urban Legal Initiative which is affiliated with the UConn Law School. I spoke with one of their attorneys and she will be forwarding to me information regarding the application process and fees. I have also contacted the law firm who currently advises us on housing matters. They are interested in providing a quote as well to assist with the 501(c)(3) application.



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**Projects:**

**Power Washing**

Maintenance continues to power wash the exterior of the buildings. Now that the majority of the buildings have been entirely power washed, maintenance will be starting at the top of the property to power wash areas as needed.

**Drainage**

I have received two proposals to address some drainage issues and waiting on a third quote. When it rains, water accumulates on the sidewalk near the second level laundry room and the ground behind two of the buildings on the second level retains a lot of water and causes moisture problems in some of the apartments. Once I have three proposals, I will discuss our options to the Commissioners.

**Wiring for Exterior Light Poles**

One of the light poles on the third level has been flickering and not consistently turning on. Our maintenance staff was not able to resolve the issue. I had an electrician assess the problem and determined that there was no ground wire installed to divert the electricity in to the ground; similar to a lightning rod. This was typical back when Park Hill was built. It is not a serious issue but will disable the pole light once the wires deteriorate from age. He is having a contractor from "call before you dig" mark any areas that would be a concern. He will then install a ground wire. This should also prevent any similar issues with surrounding poles.

**Vacancies**

We are at 100% occupancy with no pending move outs.

Respectfully Submitted,

*Linda Collins*, Executive Director