

**EAST WINDSOR HOUSING AUTHORITY REGULAR MEETING
AUGUST 19, 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, M. DeSousa and A. Bowsza were present.

2. MEETING MINUTES:

A. Regular Meeting July 23, 2019

The minutes of the Regular Meeting of July 23, 2019 were reviewed by all Commissioners present. Commissioner DeSousa 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 to New Business as item A Community Hall Roof.

Motion made and duly approved to add to Executive Session as item A Real Estate Concerns.

4. PUBLIC COMMENT - None

5. FEASIBILITY STUDY –

Commissioner Burnham reviewed with our attending neighbors, Nancy Callahan and Larry and Lucy Weidner, the status of the 7 and 6 acre parcels that are owned by the Authority. There was discussion on the feasibility study and the updated conceptual site plan was made available to everyone in attendance.

6. LEGISLATIVE BILLS AND COMMUNICATIONS - None

7. FINANCIAL REPORTS – July 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

Hereto attached as Attachment B

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

Hereto attached as Attachment C

12. POLICIES AND PROCEDURE - None

13. UNFINISHED BUSINESS

A. Smoking Policy – The commissioners discussed the policy. Commissioner DeSousa made motion, 2nd by Commissioner Bowsza not to change the Smoking Policy.
In Favor: Commissioners DeSousa, Bowsza, and Burnham
Opposed: Commissioners Calsetta & LeBorious Motion passed.

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14. NEW BUSINESS –

A. Community Hall Roof - Commissioner Burnham shared with the commissioners a quote from a local contractor to replace the roof on the community hall. Executive Director Collins reminded the board that the roof was one of the items on the list to be covered under the Small Cities Block Grant. Once we know the status of the grant we will proceed with obtaining quotes the roof.

15. PUBLIC COMMENT – None

16. SUGGESTION BOX – None

17. EXECUTIVE SESSION – Real Estate Concerns

Motion made and duly approved to go in to Executive Session at 8:30pm to discuss a real estate concerns to include Executive Director Collins and Assistant Executive Director Marisa Prior.

Motion made and duly approved to come out of Executive Session at 8:45pm.

Commissioner DeSousa made motion, 2nd by Commissioner LeBoriosis to authorize Commissioner Burnham to work on the behalf of the East Windsor Housing Authority to handle all real estate dealings with finale decisions to come before the board. All in favor – motion carried.

18. ADJOURNMENT

Motion made and duly approved to adjourn at 8:50pm.

Respectfully submitted,

Marisa Prior

Recording Secretary

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Attachment A

PARK HILL TENANT ASSOCIATION REGULAR MEETING
August 13, 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 seven member residents.

The minutes from the July 9, 2019 meeting were not read.

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 July 23 ,2019 East Windsor Housing Authority Board meeting.

David Holmes and Pat Mancuso from Capital Studios discussed the feasibility study on the seven acre and six acre parcels. The results are a 70 unit two story building on the seven acres and a 37 unit two and a half floor building on the six acres. They will try to upgrade that to 60 units.

Director Linda Collins is hoping that the two donated computers will be set up and available for residents to use in a few weeks. An application to fund an instructor to teach residents computer use will be sent to the Connecticut Housing Finance Authority which currently has funds available for resident programs.

Director Linda Collins has started contacting legal firms to inquire about how the Housing Authority can apply for a 501(C)3 nonprofit status. This issue will be brought up at our next director's meeting to get information on how this will benefit Park Hill and what it will mean for residents.

An electrician has accessed the problem with the flickering light post on the third level. It was determined that no ground wire was installed to divert electricity into the ground. This can disable the light once wires deteriorate from age. A contractor from Call Before You Dig will mark areas of concern. Then the electrician will install a ground wire which will prevent any similar issues with surrounding poles.

East Windsor Housing Authority board member Marie DeSousa is running for Town Selectman. If she is voted in, she will no longer be able to serve on our board.

Our maintenance staff is in the process of cleaning filters in heating units. Appointments will be set for full cleaning of inside and outside units.

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

Larry brought up the smell of smoke in his apartment. Laverne and Helen said they also have this problem. This will be brought up at the director's meeting.

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Sharleen Craft, social director brought up making a change in policies for pot luck suppers. People are complaining to her about people taking food from the supper without waiting to see if the person who brought the meal wants to take the leftovers home. Someone is also giving away other people's meals. An announcement will be made for people to wait before taking other's food home and not to take anything out of the kitchen.

Sharleen Craft, social director suggested having some kind of event in September. Maybe a strawberry shortcake social.

Upcoming events were announced.

Director's meeting - Thursday, August 15, 2019 at 10:00 a.m.

Board of Commissioners' meeting - Monday, August 19, 2019 at 7:00 p.m.

Pot Luck Supper - Friday, August 30, 2019 at 5:00 p.m.

The meeting was closed at 10:17 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
August 2019**

Resident Activities

The residents continue to enjoy Coffee Hour every Tuesday morning from 9am to 10am. Over the past several weeks more residents are attending this function. It's really nice to see more people getting out and enjoying themselves. Approximately 12 residents attended August's weekly Coffee Hour.

On Sundays from 1:00 pm to 2 pm approximately 4 to 5 residents gather in the Community Hall and participate in Wii Bowling. This is a great time for the residents to get out of their apartments and socialize.

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

Community Programs

The Visiting Nurse Association provides a monthly free blood pressure and blood sugar screening at Park Hill. Approximately 6 residents participate in this event.

The Rental Rebate Program filing period will end Sept 30th, 2019 Residents can set up an appointment with East Windsor Human Services. Many of the residents who live at Park Hill are eligible for this program and use the money for Holiday gifts.

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.

Farmers Market Coupons are still available. These coupons allow the residents to purchase fresh produce at specific sites. They are available for pickup at East Windsor Human Services or East Windsor Senior Center.

Upcoming Services and Future Events

On August 30th at 1pm I will be doing a presentation on "What's on Your Plate. We will be discussing smart food choices for healthy aging.

Other Upcoming events include Park Hill's Annual Summer Picnic in September, changes with Medicare Part D, and Medicare Advantage Plans.

Services and Referrals

Home visits and well checks continue throughout the month to ensure residents are safe and getting the services they need. Many of the residents are making appointments with me on a regular basis to assist them with the confusing issues that often occur with the Department of Social Services.

Respectively Submitted,

Jeannine Henneberger, RSC

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Attachment C

EAST WINDSOR HOUSING AUTHORITY

Executive Director's Report

August

2019

Management:

The three computers that the East Windsor Police Department donated to our residents are ready to use. They will be located in the community hall. I am waiting to hear back from a computer instructor who is affiliated with the Vernon adult education program. This person will be submitting a proposal that will include teaching how to use a computer and availability for questions as needed. The Connecticut Housing Finance Authority (CHFA) currently has funding available for resident programs. Once I have the proposal from the computer instructor, I will be submitting it to the Connecticut Housing Finance Authority (CHFA) to apply for resident program funds currently available through a state grant. I'll also be requesting funds for new picnic tables and "park" benches that qualify under this program.

Other Matters:

Capital Studio has forwarded updated site plans for the 6 and 7 acre feasibility study. We will be discussing the plans at our next Board meeting on Monday August 19th. We'll invite Capital Studio to our Board meeting in September to answer questions and discuss the next steps.

I have started contacting legal firms to inquire about how the Housing Authority can apply for a 501©3 status. Also, I asked our CHFA asset manager for names of other Housing Authorities who have a nonprofit entity. I was given the names of three Housing Authorities to contact. I'll continue to inform the Commissioners as I learn more about the application process.

Projects:

AC/Heating Units

Maintenance is cleaning all the filters in the wall units and inspecting the outside condensers. We are also creating a schedule to deep clean the units with a special power washer designed for this purpose. In the past

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we had a contractor clean the units as needed. The cost was \$150 per unit. We purchased our own equipment for less than \$200 and maintenance is now cleaning them.

Drainage

I have received three quotes to repair drainage issues in different locations on the property. I'll be discussing our options at the Board meeting.

Wiring for Exterior Light Poles

As I mentioned in my report last month, one of the light poles on the third level was flickering. 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 completed. However, this did not resolve the issue. After the removal and excavating around five poles; the problem was discovered with the pole at the end of the cul-de-sac. The underground feeder cable had to be replaced. Three new 20 ampere circuit breakers were replaced as well.

Water System

On Thursday, August 22nd Aqua Pump will be replacing the pitless meter and piping for our #2 well. Due to age, this meter has stopped functioning. The purpose of this meter is to measure the water consumption.

Vacancies

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

Respectfully Submitted,

Linda Collins, Executive Director