

**EAST WINDSOR HOUSING AUTHORITY REGULAR MEETING  
SEPTEMBER 24, 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, E. LeBorious, M. DeSousa and A. Bowsza were present.

**2. MEETING MINUTES:**

A. Regular Meeting August 19, 2019

The minutes of the Regular Meeting of August 19, 2019 were reviewed by all Commissioners present.

Commissioner DeSousa made motion, 2<sup>nd</sup> 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 Donations.

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

**4. PUBLIC COMMENT - None**

**5. FEASIBILITY STUDY –**

Executive Director Linda Collins reviewed with our attending neighbors, Nancy Callahan, Bob & Sandy Helie, and Sandra Raushenbach 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 –**

Commissioner DeSousa stated she was having a conversation with a gentleman from the Department of Housing and mentioned to him that the housing authority had submitted an application for the Small Cities Grant.

**7. FINANCIAL REPORTS –August 2019**

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

**9. REPORT OF THE TENANT ASSOCIATION – Viola Andrews, 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 Burnham made motion, 2<sup>nd</sup> by Commissioner DeSousa to approve spending \$500.00 plus filing fees to apply for a 501C3 status. - All in favor - Motion carried.

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**12. POLICIES AND PROCEDURE** - None

**13. UNFINISHED BUSINESS** - None

**14. NEW BUSINESS** –

A. Donations – Executive Director Linda Collins shared with the board a request from the Veterans Commission for a donation. The board concluded that the housing authority cannot make donations. If tenants or the Tenant Association wanted to make donations, that would be allowed.

**15. PUBLIC COMMENT** – None

**16. SUGGESTION BOX** –

Commissioner Burnham did find a suggestion in the box this month which was asking for the authority to do something about the barking of the dogs and the dog poop on the property.

**17. EXECUTIVE SESSION** – Real Estate Concerns

Motion made and duly approved to go in to Executive Session at 7:55pm to discuss a real estate concerns to include Executive Director Collins and Assistant Director Marisa Prior.

Motion made and duly approved to come out of Executive Session at 8:00pm.

No decisions were made in Executive Session.

**18. ADJOURNMENT**

Motion made and duly approved to adjourn at 8:05pm.

Respectfully submitted,

*Marisa Prior*

Recording Secretary

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**Attachment A**

**PARK HILL TENANT ASSOCIATION REGULAR MEETING  
September 10, 2019**

The meeting was opened at 10:00 a.m. by President Viola Andrews. Jeanne Swicklas, Vice President, Pauline Legasse, Treasurer and Sharleen Craft, Member-at-large also attended along with eight member residents.

Jeanne Swicklas, Vice President read the minutes from the August 13, 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 \$432.18 in the bank.

**Words from our President**

President Viola Andrews discussed some of the issues brought up during the August 19, 2019 East Windsor Housing Authority Board meeting.

Director Linda Collins has contacted legal firms to ask how Park Hill can apply for non-profit 501(C)3 status. She is also contacting three housing authorities who now have this non-profit status. This non-profit entity status would enable Park Hill to qualify for grants that we are unable to apply for now. Cost for this process could reach \$5,000.

Our office staff will be calling tenants to set up appointments to deep clean heating units with a special powerwasher that is designed for this purpose. By purchasing our own equipment for less than \$200, a cost of \$150 per unit, if done by a contractor, is being saved. This work will be done by our maintenance staff and will include inspecting outside condensers.

Options to repair drainage problems were discussed at the meeting. The Housing Authority Board decided to make all repairs needed.

The Housing Authority board members also came to a decision on the Smoking and Candle Policy. It was voted 3-2 that there will be no open flames allowed in the apartments.

On Thursday, August 22, 2019 Aqua Pump replaced the pitless meter and piping on the #2 well. This meter's purpose is to measure water consumption.

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

Pauline Legasse, treasurer asked about the cleaning of the heat pumps and if the tenant has to move heavy items themselves. This will be brought up at the Director's meeting.

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Vi Andrews, president stated that Director Linda Collins and guest speaker Lori Butenas from East Windsor Social Services have been invited to the October 8, 2019 Park Hill Tenant Association meeting. Lori Butenas will be speaking about the Energy Assistance program. This program gives aid to those needing heating assistance.

We need to add more active members. Again the need for a welcoming committee was brought up. This will be brought up at the Director's meeting.

Sharleen Craft, social director asked if we should make our October 25, 2019 pot luck supper a Halloween party. This will be discussed again at our next meeting.

The idea of having a game night on the first and third Friday of every month was brought up. We will discuss this with Linda at her Director's meeting.

Upcoming events were announced.

Director's meeting - Thursday, September 12, 2019 at 10:00 a.m.

Yearly picnic - Friday, September 13, 2019 at 12:00 noon

Board of Commissioners' meeting - Tuesday, September 24, 2019 at 7:00 p.m.

Pot Luck Supper - Friday, September 27, 2019 at 5:00 p.m.

The meeting was closed at 10:45 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  
September 2019**

**Resident Activities**

Coffee Hour is scheduled every Tuesday morning and continues to be a popular event. Approximately 12 residents attended August's weekly Coffee Hour.

On Wednesday, September 6<sup>th</sup> Bingo was held from 6:30pm to 8:30pm. There are approximately 6 to 8 residents that participate every week.

The next potluck supper will be held on September 27<sup>th</sup> at 5:00pm. Approximately 12 to 16 residents attend 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 Saint Catherine's parking lot every other Friday. Several of our residents participate with this important program. There is a schedule that is posted on our Community Bulletin Board. It's also on our monthly calendar.

Pam, our hairstylist was here on September 9<sup>th</sup> and 9 residents made appointments to get their haircut. This is a wonderful opportunity for the residents with limited options for transportation to get an affordable haircut.

Several residents continue to partake 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-10:30am. Six residents participated for the month of September.

On Tuesday October 8<sup>th</sup> at 10:00 am a representative from East Windsor Human Services will present an overview on Energy Assistance programs to Park Hill Residents. These state programs can help the residents save money on their utility bills.

**Upcoming Services and Future Events**

On September 26<sup>th</sup> in the Community Room at 1:00 pm, Jeannine will be doing a presentation on Medicare Part D. This will be an important opportunity to ask questions and get updates. Open enrollment is from October 15<sup>th</sup>-December 7<sup>th</sup>. I will be available to assist our residents with the application process.

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On Tuesday October 10<sup>th</sup> from 10:00 am-1:00 pm a flu clinic will be held at the East Windsor Senior Center. They will accept Medicare Part B, Connecticare, Aetna, Wellcare, or \$40.00 in cash is accepted. They are unable to accept United Healthcare, Anthem or Cigna at this time. A notice will be distributed to our residents.

**Services and Referrals**

I assisted several residents with 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,

Jeannine Henneberger, RSC

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**Attachment C**

**EAST WINDSOR HOUSING AUTHORITY**

**Executive Director's Report**

**September**

**2019**

On August 26<sup>th</sup> and 27<sup>th</sup> Marisa Prior our Assistant Executive Director and I attended the annual ConnNahro Convention. In addition to various workshops that we attended I had an opportunity to meet with the housing support staff from the Department of Housing (DOH) and Connecticut Housing Finance Authority (CHFA) to discuss with them our plans to develop the six and seven acres. They were in agreement that conducting a feasibility study was the initial step and then continue with researching pre-development funding with the guidance of a Housing Consultant. It is anticipated that there will be predevelopment loans available through the state beginning this fall. Financing for construction is limited at this time other than through the Tax Credit Program. Applying for a 501 C 3 status was suggested as well.

The Tri Town Hockey Boosters Club is interested in volunteering their time to assist our residents with electronic devices such as computers, phones and tablets. The team is required to participate in a community service preferably interacting directly with local residents. The proposed time frame for this activity with Park Hill residents would be within the next couple of months and approximately four to six volunteers would be available for a total of two afternoons. They would meet with our residents in the Park Hill community hall. I'll have more details within the next few weeks.

I have reached out to Chief DeMarco the Director of the East Windsor Emergency Management Team to have one his staff speak with our residents regarding evacuation procedures. During a recent storm that produced a tornado watch, some of our residents were concerned about how to shelter in place when there is no time to leave their apartments. Also I think it would be a good idea to review emergency procedures whether it be sheltering at Park Hill or having to evacuate to a town facility. Chief DeMarco will be in touch with me to schedule a date and time.

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**Management:**

I have almost completed gathering all the required information needed to submit the application for the resident program funds available through the Connecticut Housing Finance Authority (CHFA). The application will include a request for funds for a computer instructor, picnic tables and park benches.

**Other Matters:**

Included in Capital Studio's original proposal was a line item for a Housing Consultant from the Affordable Housing Collaborative to assist us with financing options for the 6 and 7 acres. I spoke with Dave Holmes the architect and before we begin discussing financing we need to decide if we are ready to approve the most recent site plans as they relate particularly to the number of proposed units. This will enable a clearer indication of construction costs and various financing options and programs.

I am continuing to research our options for applying for the 501C3 status. As I learn more about the application process, I am hoping that I can do this without the cost of hiring a consultant. From all indications at this point it appears that the process is very time consuming yet doable.

On Thursday, September 19<sup>th</sup> an inspector from our property insurance company HAI ( Housing Authority Insurance Group) conducted a property inspection to ensure that we did have any concerns that could potentially be a safety or hazardous issue. I am pleased to say that the inspection was flawless. No issues to report.

I have written a letter to the Park Hill resident who was requesting an exception to the Smoking Policy explaining that we will not be able to approve her request. The result of an accidental fire could be devastating and it is in the best interest of the Housing Authority not to be in a position to take that risk.

**Projects:**

**Apartment Inspections**

Our annual apartment inspections will begin in October. Residents will be notified of a time frame when their apartment will be inspected by me and maintenance for any safety health or sanitary issues.

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**Drainage**

All our drainage issues on the second level have been addressed. Since the work has been completed, we have not had a lot of rain fall to test the new drains. The little that we have had it appears that the rain water is being diverted as it should be.

**Small Cites Grant**

I have been in contact with our consultant Jen Svelnys from the Housing Development Team who assisted with the application for the recent Small Cites Grant application. The Department of Housing (DOH) is very close to making a decision who will be approved for the funds.

**Vacancies**

We are at 100% occupancy with one pending move out.

Respectfully Submitted,

*Linda Collins*, Executive Director