

**EAST WINDSOR HOUSING AUTHORITY REGULAR MEETING  
OCTOBER 22, 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, M. DeSousa and A. Bowsza were present. E. LeBorious was absent.

**2. MEETING MINUTES:**

A. Regular Meeting September 24, 2019

The minutes of the Regular Meeting of September 24, 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 – None**

**4. PUBLIC COMMENT - None**

**5. FEASIBILITY STUDY –**

Executive Director Linda Collins reviewed with the Board the Conceptual Site Plan submitted by Capital Studio. Linda stated that we can meet with a housing consultant to discuss funding options once we decide on a design plan. After some discussion it was decided that Linda would contact the Director of Planning & Development for the Town of East Windsor to review the site plans..

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

**7. FINANCIAL REPORTS –September 2019**

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

**9. REPORT OF THE TENANT ASSOCIATION – Jeanne Swicklas, 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 DeSousa made motion, 2<sup>nd</sup> by Commissioner Calsetta to approve to spend up to \$3,500.00 to replace the front door of the community hall. - All in favor - Motion carried.

**12. POLICIES AND PROCEDURE –**

- A. Policy #10-003 Cash Receipts – Commissioner DeSousa made motion to rescind policy 10-0003 Cash Receipts. 2<sup>nd</sup> by Commissioner Calsetta. All in favor - Motion carried.
- B. Policy # 19-0002 Deposits - Commissioner DeSousa made motion to rescind policy 19-0002 Deposits 2<sup>nd</sup> by Commissioner Calsetta. All in favor - Motion carried.

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**13. UNFINISHED BUSINESS - None**

**14. NEW BUSINESS – None**

**15. PUBLIC COMMENT –**

Commissioner DeSousa wanted to thank everyone for all their hard work at Park Hill. We've come a long way since my tenure. I don't know what's going to happen on November 5<sup>th</sup>. She stated that if she got elected to serve on the Board of Selectmen she would have to resign. She thanked the Tenant Association and everyone for all they have done.

**16. SUGGESTION BOX – None**

**17. EXECUTIVE SESSION – Personnel Matters**

Motion made and duly approved to go in to Executive Session at 8:00pm to include Executive Director Collins and Assistant Director Marisa Prior.

Motion made and duly approved to come out of Executive Session at 8:15pm.

No decisions were made in Executive Session.

**18. ADJOURNMENT**

Motion made and duly approved to adjourn at 8:20pm.

Respectfully submitted,

*Marisa Prior*

Recording Secretary

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**Attachment A**

**PARK HILL TENANT ASSOCIATION REGULAR MEETING  
October 8, 2019**

The meeting was opened at 9:50 a.m. by President Viola Andrews. Jeanne Swicklas, Vice President, and Sharleen Craft, Member-at-large also attended along with twelve member residents.

The minutes from the September 10, 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 September East Windsor Housing Authority Board meeting.

Executive Director Linda Collins has contacted Chief DeMarco, the director of the East Windsor Emergency Management Team, to have one of his members speak with Park Hill residents regarding evacuation procedures in case of tornado or flood warnings. They will speak about how to shelter-in-place when there is no time to evacuate. No date or time has been set for the speaker yet.

Annual apartment inspections will begin in October. Residents will be notified of when their apartment will be inspected for any safety or sanitary issues.

President Viola Andrews and Executive Director Linda Collins then welcomed guest speaker Lori Butanes from East Windsor Social Service. Lori spoke about different forms of Energy Assistance.

Lori gave us a hand out stating what we need to bring to sign up for Energy Assistance with Social Services. This also showed the Income and Asset limits for signing up. She stated that she is planning to be at Park Hill for sign-ups in February or March.

Lori then spoke about the Matching Program that you receive through Eversource. She handed out a worksheet on this as well. You must receive energy assistance in order to qualify for this. The program begins in November. The lowest amount accepted by Eversource now will be \$75.00 per month. They can only be paid up to a zero balance.

Lori then spoke about the New Start Program from Eversource. This is for people with a high bill or for those not on energy assistance. Lori emphasized that you let Social Services know if you need help before your power is shut off. She also let us know that Rental Rebate checks will be sent out at the end of the month. President Viola Andrews thanked Lori for the information given to the tenants.

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  
October 2019**

**Resident Activities**

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

Bingo is held from 6:30pm to 8:30pm on Wednesday evenings. There are approximately 7 residents that participate every week.

The next potluck supper will be held on October 25<sup>th</sup> at 5:00pm. Residents will have the opportunity to wear Halloween costumes. Approximately 12 to 14 residents attend this event.

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

**Community Programs**

Many of the residents participate with The Five Corner Cupboard in East Windsor. This is a food pantry where residents can pick an assortment of food items. In order to qualify for this program residents must go to East Windsor Human Services and provide their most recent income information to see if they qualify for this program.

On September 21<sup>st</sup> 2019, I presented information on Medicare Part D. Approximately 4 residents attended this event.

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 October.

On September 13<sup>th</sup> at 12 noon the Annual Park Hill Picnic was held in the community hall. Approximately 23 people attended this event. This includes residents, staff and Commissioner Marie DeSousa. Many of the residents made a variety of delicious dishes and a fun time was had by all.

On October 18<sup>th</sup> at 1pm I will be doing a presentation on "What's On Your Plate". We will be discussing smart food choices for healthy aging.

The Rental Rebate Annual State Program will be reduced by 7% this year. Checks will be mailed out the end of October to all who participated.

On October 8<sup>th</sup> at 10:00 am, a representative from East Windsor Social Services presented

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information on the various energy assistance programs that are available. These programs allow the residents to save money on their heating and electric bills. Approximately 16 residents attended this event.

**Upcoming Services and Future Events**

Upcoming events and services include Annual Holiday Party, Transportation Bingo and Being Prepared for a Disaster.

**Services and Referrals**

I assisted several residents with Safe Link, Snap 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**

**October**

**2019**

Congratulations to Marisa Prior our Executive Assistant Director for recently completing the CT Housing Manager Certification Program that was created by the Department of Housing, Connecticut Housing Finance Authority and ConnNahro. There are five courses that are completed online. This program was developed specifically for state public housing authority managers in lieu of the Public Housing Manager Certification which includes Federal guidelines.

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. I have been working with the person responsible for coordinating this project. It is anticipated that that we can begin this activity with the Park Hill residents during November or December. I confirmed with our insurance company that the volunteers would be covered under our liability coverage should an incident occur.

On Thursday, October 10<sup>th</sup> we participated in the Senior Health Fair at the Senior Center. We had a table set up with brochures, applications and a photo gallery of Park Hill including the interior of an apartment. Several people attended and were interested in learning more about our apartment community.

**Management:**

Marisa and I are completing the application for the CHFA resident program funds application. Originally the application included a request for funds for a computer instructor, picnic tables and park benches. Since we now have available to us an instructor for our residents to assist them with all of their technical devices through the Tri Town Hockey Boosters Club we will be requesting funds for three permanent gazebos/pavilions instead. I spoke with our CHFA Asset Manager to confirm that this would qualify. As long a resident activity is planned as well to utilize the gazebos/pavilions. We'll be getting prices for a catered spring outdoor luncheon. This would also qualify to be paid for by the program funds.

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**Other Matters:**

**Feasibility Study**

Once we approve the current site plans for the 6 and 7 acres, David Holmes from Capital Studio can continue by developing additional plans for elevations. When the site plans are approved, we will be ready to discuss financing options with a consultant from the Affordable Housing Collaborative.

I am currently working on applying for the 501C3 status with the assistance of the Pro Bono Partnership an organization that works with other organizations and businesses apply for a nonprofit status. The paperwork that needs to be submitted to determine if we are initially eligible for their services is very lengthy. Once all the documentation is submitted, I will be asked to attend a meeting to discuss our mission and review the submitted paperwork. If the final decision is that we are eligible for their services, an attorney will be assigned to us to complete the legal side of the application process.

**Projects:**

**Apartment Inspections**

The annual apartment inspections are in progress. One issue that I will be addressing with some residents is the clutter in some of the apartment closets that is blocking the hot water tank. This is a concern particularly if there is a leak from the tank and preventing access for the maintenance staff.

**Small Cities Grant**

The Housing Authority was recently approved \$650,000 for the Small Cities Grant funds. Our request to convert several tubs to showers was approved. The other two projects were not; the emergency access roads for the first level and a new roof for the community hall. Our consultant Jen Svelnys from the Housing Development Team is requesting a meeting with the Department of Housing to discuss why we were not approved for all three projects.

**Vacancies**

We have two recent vacancies and one pending move out.

Respectfully Submitted, Linda Collins, Executive Director