

**EAST WINDSOR HOUSING AUTHORITY SPECIAL MEETING  
NOVEMBER 27, 2018 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 E. LeBorions and M. DeSousa were present. Commissioners L. Calsetta and A. Bowsza were absent.

Motion made and duly approved to go out of order to #12A. Unfinished Business.

**12. UNFINISHED BUSINESS:**

A. Survey from JR Russo & Associates.

Jay Ussery from JR Russo & Associates presented the surveys for Park Hill and the 7 & 6 acre parcels. Jay reviewed the surveys with all that were present. Jay did mention that the next step would be to do a feasibility study. He will be at our December meeting with additional information for the board.

Motion made and duly approved to go back in order. Motion made and duly approved to go out of order to #8. Report of the Tenant Association.

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

Hereto attached as Attachment A

Motion made and duly approved to go back in order.

**2. MEETING MINUTES:**

A. Regular Meeting October 23, 2018

The minutes of the Regular Meeting of October 23, 2018 were reviewed by all Commissioners present. Commissioner DeSousa made motion, 2<sup>nd</sup> by Commissioner LeBorions to approve the minutes as presented. Commissioner LeBorions asked about South Rd. Executive Director Collins explained how First Selectman Maynard asked her to meet with Attorney Yagaloff regarding South Rd, she did review what was discussed with him. All in favor - Motion carried.

**3. ADDED AGENDA ITEMS –**

Motion made and duly approved to add to New Business as 13.A 2019 Board of Commissioners Meeting Dates.

**4. PUBLIC COMMENT - None**

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

**6. FINANCIAL REPORTS – October 2018**

Motion made to acknowledge financials, motion carried.

**7. REPORT OF THE BOARD OF SELECTMEN – None**

**9. REPORT OF THE RSC – Hereto attached as Attachment B**

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**10. REPORT OF THE EXECUTIVE DIRECTOR** – Executive Director Linda Collins  
Hereto attached as Attachment C –

**11. POLICIES AND PROCEDURE** – None

**13. NEW BUSINESS** –

A. 2019 Board of Commissioners Meeting Dates. – Executive Director Collins distributed a list of dates for the 2019 meetings that were reviewed by the commissioners. Commissioner DeSousa made motion 2<sup>nd</sup> by Commissioner LeBorioso to approve meeting dates for 2019.  
All in favor – motion passed.

**14. PUBLIC COMMENT** - None

**15. SUGGESTION BOX** – None

**16. EXECUTIVE SESSION** –

A. Tenant Transfer - Motion made and duly approved to go in to Executive Session at 9:06pm to include Executive Director Collins and Executive Assistant Marisa Prior.

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

No decisions were made in Executive Session.

**17. ADJOURNMENT**

Motion made and duly approved to adjourn at 9:21pm.

Respectfully submitted,

*Marisa Prior*

Recording Secretary

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**Attachment A**

**PARK HILL TENANT ASSOCIATION REGULAR MEETING**

**October 9, 2018**

The meeting was opened at 10:00 a.m. by Vice President Jeanne Swicklas. Sharleen Craft, member-at-large also attended along with nine member residents.

The minutes from the October 9, 2018 meeting were read by Jeanne Swicklas, Vice President and were accepted by all in attendance.

Jeanne Swicklas, Vice President read the treasurer's report for the month and it was accepted by all in attendance. We currently have \$277.78 in the bank.

**Words from our President**

Reading from President Viola Andrews' notes, Jeanne Swicklas, Vice President reported on the October 23, 2018 East Windsor Housing Authority board meeting.

Jay Russo from J. R. Russo Surveying Company showed maps of the part of the survey that has been completed. It seems the access road to the seven acres is on wetlands and this could hinder access to the land. This could result in needing a permit from the East Windsor Wetlands Commission and from the town Planning and Zoning Commission. There could also be a sewer connecting charge.

Mr. Russo suggested a development study should follow the completion of the survey. The survey should be finished by the November Board of Commissioners' meeting and Mr. Russo will have more information then.

Executive Director Linda Collins reported that the plans for roof replacement for the community hall have been completed by F.L.B. Architects and, along with the application for funding, has been submitted to the Connecticut Housing Finance Authority.

The Department of Housing has approved the application for funding for four tub to shower conversions. A meeting with Wagner Associates, D.E.F., the contractors, and the residents who were selected for installation was held to discuss the process and timing of work to be done.

The annual apartment inspections have been completed. Work orders have been generated for any needed repairs.

The Park Hill Tenant Association would like to thank Chairman John Burhnam for his generous purchase of raffle tickets with the proceeds going toward Operation Gratitude.

Jeanne Swicklas, vice.president then opened the floor to tenant comments.

Jeanne Swicklas, Vice President talked about Operation Gratitude. We need to have donations in by November 15, 2018 so the soldiers will receive items for Christmas. We are suggesting gift cards be given but residents

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can give other items if they want. We have raised enough so far for 25 ten dollar gift cards along with items donated and the money for the postage to mail them. Thank you to everyone who donated.

Sharleen Craft, social director announced that there will be no pot luck for November or December and there will be no coffee hour on Tuesday, December 25, 2018 or Tuesday, January 1, 2019.

Jeanne Swicklas, Vice President reported that there will be no Bingo on Wednesday, November 21, 2018.

Joanna Dube suggested talking to Linda about decorating on the Monday after Thanksgiving and having Darrell put the tree up.

Jeanne Swicklas, Vice President announced upcoming events.

Director's meeting - Thursday, November 15, 2018 at 10:00 a.m.

Board of Commissioners' meeting - Tuesday, November 27, 2018 at 7:00 p.m.

Park Hill Holiday party - Friday, December 14, 2018 at 1:00 p.m.

The meeting was closed at 10:20 a.m. by Jeanne Swicklas, Vice President.

Respectfully submitted by,  
Jeanne Swicklas  
Vice President

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**Attachment B**

**Resident Services Report  
East Windsor Housing Authority  
November 2018**

**Resident Activities**

Coffee Hour is scheduled every Tuesday morning and continues to be a popular event. Approximately 16 residents attended October's weekly Coffee Hour.

Bingo is held from 6:30pm to 8:30pm on Wednesday evenings. There are approximately 6 residents that participate every week. There has been a drop in attendance. We will be reaching out to the residents to find out why the attendance has dropped and if any changes need to be addressed to increase participation.

The monthly potluck supper was held on October 26<sup>th</sup> at 5:00pm. Many of the residents dressed up in Halloween Costumes. Approximately 20 residents attended this event.

The monthly calendar continues to be prepared and distributed to each household. Beginning in December the East Windsor Senior Center Events will also be included.

**Community Programs**

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. 5 residents participated for the month of November.

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.

On November 19, Registered Dental Hygienist Tammy Paquin from Zahner Dental Associates did a presentation on Resources for Free and Low-Cost Dental Care. Approximately 14 residents attended this informative event.

**Upcoming Services and Future Events**

On December 14<sup>th</sup> from 1:00pm-3pm in the Community Hall the Annual Holiday Party will be held. The residents participated in the planning and the main entrée will be catered and the residents will bring beverages, appetizers and desserts. All Park Hill Residents, Commissioners, and Staff are invited.

Some other upcoming programs in the future will include Fraud and Addiction. The residents have requested for someone to present information on Depression around the holidays and winter months.

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**Services and Referrals**

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,  
Jeannine Henneberger, RSC

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**Attachment C**

**EAST WINDSOR HOUSING AUTHORITY**

**Executive Director's Report**

**November**

**2018**

**Management:**

JR Russo will be attending our Board meeting on 11/27/2018 to give us an update on the A2 and T2 surveys for the 6 acre, 7acre parcels and the current Park Hill property.

On Tuesday November 6th I attended a meeting sponsored by ConnNahro regarding the Fair Housing Regulations. The Department of Housing (DOH) presented highlights of the amended Fair Housing Regulations and how they apply to the Housing Authorities. Most importantly all Housing Authorities are now required to have an Affirmative Fair Housing Marketing Plan that includes marketing to applicants who would be less likely to apply. We currently have an AFHMP that has been approved by the Connecticut Housing Finance Authority (CHFA). Now that Housing Authorities are stratifying their rents, AFHMP's need to be revised to ensure that all income levels for their base rent levels are being targeted and included in their marketing strategies. I'll be reviewing our AFHMP for any revisions that need to be made in order to be in compliance with our tenant selection plan.

**Other Matters:**

As part of the Critical Needs application process for funding to replace the community hall roof FLB Architects is assisting with advertising for Requests for Proposals.

**Projects:**

Two contractors are interested in submitting proposals to install a catch basin on the second level near the laundry room. When it rains the water travels down the hill and collects on the sidewalk. This can create a slippery conditions.

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Our well water system needs a few upgrades to prevent ground water from seeping in to one of our two wells. The connection and the “O” ring on booster number #2 needs to be replaced. The well meter will be cleaned as well. The materials are on order and the repairs are scheduled to be completed within the next few weeks.

The annual testing of the smoke alarms and call for aides will be conducted on November, 27<sup>th</sup> and 28<sup>th</sup>. This will be done by an outside contractor, Simplex Grinnell.

**Upcoming Small Cities Grant Application**

The Town of East Windsor is requesting proposals for a consultant for the Small Cities Grant. The First Selectman has expressed an interest in any projects that the Housing Authority may want to include. The deadline for submitting proposals and the bid opening is Thursday, November 29<sup>th</sup>.

**Small Cites Program Funds**

On November 1<sup>st</sup> I met with Wagner Associates, the contractor DEF and three of the four residents who live in the four apartments attended to discuss the process of converting their tubs to showers. It is anticipated that each shower will be completed in two to three days without relocating any of the residents. They can either stay in their apartment or relax in the Community Hall while the work is being done.

**Matching Grant**

The equipment has been ordered for the installation of the two additional cameras. The installation will be scheduled within the next few weeks. This project is being a paid for by the Matching Grant Program Funds.

**Vacancies**

We currently have one vacancy and one pending move out.

Respectfully Submitted,

*Linda Collins*, Executive Director