

**EAST WINDSOR HOUSING AUTHORITY REGULAR MEETING
MAY 19, 2014 MINUTES**

1. CALL TO ORDER AND ATTENDANCE

The Regular Meeting of the Commissioners of the Housing Authority of East Windsor was called to order at 7:00 p.m. by Chairman Burnham. Present were Commissioners Legassie, LeBorious, DeSousa, Burnham, and Simmons.

2. ADDED AGENDA ITEMS

PILOT Program with the Town of East Windsor to be added as item 13C
CL&P Contract to be added as item 13D
Temporary Employment with the EWHA to be added as item 11A

3. MEETING MINUTES:

Regular Meeting April 21, 2014– The minutes of the Regular Meeting April 21, 2014 were reviewed by all commissioners present. Regarding comments made by Commissioner DeSousa, she asked that a sentence she said be removed from the record: As a board member, I don't care if it's Pauline, John, Mark or her if there is something that is going to come out of somebody's mouth and it's going to affect me and it won't be a lawsuit to me, I sit here as a volunteer and I can't be sued personally, I will always try to cut off that conversation before it gets us in trouble.; and the following statement be added: It will affect me personally and it will affect the entire board. A motion was made by Commissioner Simmons, seconded by Commissioner DeSousa to accept the minutes with stated corrections. The motion passed. In favor P. Legassie, M. DeSousa, J. Burnham, B. LeBorious, and M. Simmons Opposed – None

Special Meeting April 29, 2014 - The minutes of the Special Meeting of April 29, 2014 were reviewed by all commissioners present. A motion was made by Commissioner Simmons, seconded by Commissioner LeBorious to accept the minutes as presented. The motion passed. In favor P. Legassie, M. DeSousa, J. Burnham, B. LeBorious, and M. Simmons Opposed – None

Special Meeting May 1, 2014 - The minutes of the Special Meeting of May 1, 2014 were reviewed by all commissioners present. A motion was made by Commissioner Simmons, seconded by Commissioner LeBorious to accept the minutes as presented. The motion passed. In favor P. Legassie, M. DeSousa, J. Burnham, B. LeBorious, and M. Simmons Opposed – None

4. FINANCIAL REPORTS

Motion made to acknowledge financials, motion carried.

5. REPORT OF THE FIRST SELECTMAN – None

6. REPORT OF THE TENANT ASSOCIATION BOARD – C. Mills

Due to the arrival of our new executive director and the meet and greet on Tuesday we did not have a meeting this month. We were very happy to see Ms. DeSousa appear and come to the meet and greet prior to going to her job early in the morning and Mr. Simmons for being there also. We are very happy to have our executive director here finally and to be able to talk to her. We had a very good time. I would also like to thank Mr. Simmons for the wonderful handling and planning and working the elegant dedication we are going to be having on Saturday for the flag raising and the honoring of the Veterans here at Park Hill. We appreciate and thank you very much.

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7. PUBLIC COMMENTS –

Robert Doyle #3 – I would like to thank Pauling Legassie for the nice veteran’s hats she passed out to us.

Sandy Golden #18 – The lawn maintenance, they don’t do a very good job at all. When they blow the grass off the sidewalks, it goes under my door. One week I had them come in so they saw how it comes right into my kitchen. They don’t have anything that steers it away from the doors. Half the grass doesn’t even get touched. I know they don’t want to go too low, but some days they don’t even hit all the grass.

Executive Director Collins – I have been speaking with the landscaper this week because I noticed when he came through there were places that he missed. We are going to be have a working relationship and we are talking about doing more to the lawn other than cutting, but that would have to be in the future and budgeted. I will address with him the issue about the grass.

Dick Roe #51 – I keep seeing these ads on TV, these free solar panels, I don’t think they’re actually free but, has anyone thought about getting solar panels to cut some of the electric bills here?

Commissioner DeSousa – No. We do have CL&P doing some work here that will help with the bills.

8. LEGISLATIVE BILLS AND COMMUNICATIONS

Commissioner DeSousa shared a letter to Executive Director Collins from the insurance company regarding her questions about the health insurance. Commissioner DeSousa also shared an e-mail from a candidate who was interviewed but not chosen for the ED position. Commissioner DeSousa ran into a gentleman who is working for a company out of Florida, it’s almost like a management company. They take over is you have room to build and they pay you to build on your property. I told him we were not there yet but thank you.

9. REPORT OF THE RSC - Hereto attached as Exhibit A.

Commissioner LeBorious asked for all reports that would go to the state be seen by the board. I explained that we have not had to submit a report since last meeting. Commissioner LeBorious requested to see previous reports.

10. REPORT OF THE EXECUTIVE DIRECTOR – L.Collins

Hereto attached as Exhibit B.

11. POLICIES AND PROCEDURES -

A. Temporary Employment with the EWHA – Commissioner Burnham stated that we need to make sure anyone that does work on this property needs to have insurance. They either need to be on our payroll or they have their own insurance.

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12. NEW BUSINESS - None

13. OLD BUSINESS

A. Flag Pole Dedication – Commissioner Simmons – A lot of people have been involved in getting this done. The veterans committee is covering the cost of the pole. I'm looking forward to Saturday 2:00pm. We hope to see everyone there. We received a flag from the State Capital that we will fly on Saturday and the American Legion donated a flag we will fly every day.

B. 2014/2015 Management Plan - The budget was discussed. Commissioner DeSousa made consensus to accept the 2014/2015 Management Plan submitted on May 19, 2014 seconded by Commissioner Legassie. The motion passed. In favor P. Legassie, M. DeSousa, J. Burnham, B. LeBorious, and M. Simmons Opposed – None

C. PILOT Agreement with the Town of East Windsor - Executive Director Collins submitted the final proposal from the town. Commissioner DeSousa made motion to accept, seconded by Commissioner Simmons. The motion passed. In favor P. Legassie, M. DeSousa, J. Burnham, B. LeBorious, and M. Simmons Opposed – None

D. CL&P – Mr. Mack has retired and his projects have been reassigned. Mr. Watts is our current contact with CL&P. He will be here next week with the electrician that will be doing the work. We should have a revised contract within a week. Commissioner Burnham has given Executive Director Collins authority to change the date of the contract but the dollar amount for the project should not change. The board would like to know what the turnaround time is to recoup our investment.

A motion was made by Commissioner Simmons to go into Executive Session and to invite Executive Director Collins and Executive Assistant Prior Commissioner LeBorious seconded and the motion was duly approved. The Commissioners went into Executive Session at 8:30pm. Motion to come out of executive session at 9:05pm was made by Commissioner DeSousa and seconded by Commissioner LeBoriuos, motion was duly approved. No decisions were made while in executive session.

ADJOURNMENT

Motion to adjourn duly made and approved at 9:06p.m.

Respectfully submitted,

Marisa Prior
Recording Secretary

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EXHIBIT A

Resident Services Coordinator Report

April 2014

Residents were issued a monthly calendar of programs and service offerings at Park Hill. In addition to the monthly in-house calendar, current informational flyers, calendars and updates were obtained and posted to the community bulletin board for the tenant's perusal. The posted material consists of educational, local and state benefit programs available and recreational activities to residents.

Scheduled on-site programs and services (weekly coffee social, bingo, health and wellness programs, tenant association meetings etc.) all took place without incident. Additionally, the tenants held an Easter egg candy hunt in the community hall and fun was had by all.

Mindful that the annual apartment inspections were being conducted by Park Hill Staff throughout the month, I worked with Touchpoints@Chestnut to offer our tenants with a free educational forum entitled "Spring Cleaning". The focus of this forum was to offer tenants assistance to maintain their apartments in a safe, sanitary manner. Our guest speaker offered housekeeping tips, de-cluttering techniques and informational handouts. In conjunction with the Spring Cleaning educational forum, a free "Health and Wellness Day" was held as well. A variety of free services to our residents included manicures, balance screenings, chair massage, posture screens, and blood pressure checks. This event was held on April 2, 2014 and was well attended and appreciated by our tenants and guests. It proved to be a wonderful collaboration with Touchpoints@Chestnut. A letter of appreciation was sent to Touchpoints. We hope that this will be an annual event.

Also, keeping in line with organization and the decluttering theme, we introduced a new program this month with free paper shredding to the tenants. As we own and house a large shredder, we were able to provide this free of charge for tenants.

Hairdressing Services (free shampoo and cut) were held on April 14, 2014. Tenants are taking advantage of this opportunity and cost savings as evidence by all available time slots were filled throughout the day. The next hairdressing services date was selected and secured (June 2014).

During the month of March, we reached full housing capacity. As such, I have been busy during the month April meeting with the new tenants and assisting with any transitioning needed. During my initial home visit with tenants, I provide the tenants with a Welcoming packet. The purpose of the packet is to orient and assist new tenants to services and resources available to them. Two of the newest tenants, both whom are disabled, came to us after being displaced by fire damages to their existing home. Family members, social services, and church parishioners have all worked together in obtaining needed

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services which included locating needed furniture, clothing, meals on wheels, grocery and drug delivery, etc. They are doing well and are very happy at Park Hill and feel like they are at “home”.

Eighteen letters for the local food pantry were requested and provided.

In the absence of an Executive Director, I have continued to assist Marisa with the answering of phones and assigned work.

Respectfully,

Laura J. Clynych, Resident Services Coordinator

Draft

EXHIBIT B

EXECUTIVE DIRECTOR'S REPORT
EWHA Commission Meeting
May 2014

EWHA

The budget for the 2014/2015 fiscal year is coming along. We are making great strides in closing the gap between rental income and total expenses. Each line item is being reviewed for accuracy and includes projected increases as necessary.

Park Hill

Resident Matters

There is currently one pending legal matter.

Property Matters

There is one vacant unit. I anticipate having that rented for June 1st. We currently have 30 people on the waiting list. There are no pending move outs.

Maintenance Matters:

The revised CL&P contract for upgrading the pole lights and exterior lights above the apartment doors is anticipated to be finalized within the next week.

The Landscaping contract is being reviewed to ensure that the scheduled maintenance is being completed timely.

Respectfully Submitted,

Linda Collins