

**EAST WINDSOR HOUSING AUTHORITY REGULAR MEETING**  
**JULY 21, 2014 MINUTES**

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**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, DeSousa, Burnham, LeBorious, and Simmons.

**2. ADDED AGENDA ITEMS**

Pending Litigation added to Executive Session

**3. MEETING MINUTES:**

**Regular Meeting June 16, 2014**– The minutes of the Regular Meeting June 16, 2014 were reviewed by all commissioners present. A motion was made by Commissioner Legassie, seconded by Commissioner Simons to accept the minutes. The motion passed. In favor P. Legassie, M. DeSousa, J. Burnham, and M. Simmons Opposed – None. Abstained - LeBorious

**4. FINANCIAL REPORTS**

Motion made to acknowledge financials, motion carried.

**5. REPORT OF THE FIRST SELECTMAN – Dale Nelsen**

Dale stated they will be here tomorrow night for the meeting regarding South Rd.

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

Hereto attached as Exhibit A attached.

**7. PUBLIC COMMENTS –**

Sharleen C. #57 – I have a question, we have public comments and then you start taking after it's closed and then we may have questions about what you talked about. Is there any way you can do this twice, once in the beginning and once towards the end. So if we have questions about something you spoke about, we can ask you.

Commissioner Burnham commented that we would think about moving it.

Richard F #5 – I have an answer to that, at one time you did include a second public at the end before executive session.

Commissioner DeSousa commented we could put it on twice. Since you're going to revise the agenda, I would change Old Business before New Business.

Commissioner Burnham said we can give it a try, we'll put Old Business first, then New Business, and then we'll put Public Comment.

Sandy G #39 – Will we be able to attend the South Rd meeting?

Commissioner Burnham said anyone can go since it was a public meeting.

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Sandy G #39 – There's a bush up where I moved that if you cut it back it would be pretty much dead.

Commissioner Burnham said to call the office and put a work order in.

Marie F #8 – We brought this up before about a picnic table. We want a picnic table down here. I've been here 15 years and this is the first year we don't have a picnic table.

Executive Director Collins commented that she did discuss this last week and Darrell was on vacation. We would be assessing where the tables are located. I agree a table should be at each level.

## **8. LEGISLATIVE BILLS AND COMMUNICATION**

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

**10. REPORT OF THE EXECUTIVE DIRECTOR** – L.Collins

Hereto attached as Exhibit C.

## **11. POLICIES AND PROCEDURES**

A. Pet Policy Revision

It was proposed changing the word "deposit" to "fee". The board members discussed the policy. Commissioner Burnham made motion to revise the policy by changing paragraph O to read "All new residents who move into Park Hill after the effective date of this policy, who choose to have a pet will pay a \$200.00 per pet non-refundable fee." Commissioner Simmons seconded the motion. In favor J. Burnham, M. Simmons, P. Legassie, M. DeSousa, and B. LeBorious. Opposed – None. Motion carried.

## **12. OLD BUSINESS**

Commissioner LeBorious would like us to continue to explore non-profit status.

## **13. NEW BUSINESS**

A. Executive Assistant Position – Commissioner DeSousa made motion to move this item to Executive Session and to include Executive Director Collins, seconded by Commissioner Simmons. In favor - J. Burnham, M. Simmons, M. DeSousa, and B. LeBorious. Opposed – Commissioner Legassie. Motion carried.

## **14. PUBLIC COMMENTS –**

Sandy G #39 – Why can't we all know because we almost already do know what you're going to talk about?

Sharleen C #57 – Don't you think it's good to know what the people that live here feel? I don't see how you can put someone for less hours, because they have all they can do with the hours they've got between them now. If you put someone for less hours we're losing out.

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Viola A #25 – What about vacations, days that people are sick? We need somebody here cover for them.

Laverne C #52 – Sick days, vacation time, funeral leave.

Sharleen C #57 – We're afraid if you change the hours we're going to lose her, and she's good. I think so far what I see with Linda, they work together very well. I know what you're saying and you're trying to save money.

Commissioner Burnham – What we're going to do here is the same thing we did with the executive director search. It took forever but look at the result. We took some time; we gave some thought to it. I think we're very happy with it right now. We're going to keep the same position. Give us the courtesy, let us to talk it over and then come back. Give us an opportunity to chat amongst ourselves. It is very difficult to talk about hours and money and benefits in front of a group. Just give us a chance to talk about it.

Commissioner DeSousa – I wanted to let you know on August 5<sup>th</sup> there is a National Night Out at Millpond from 3:00 – 9:30. Opening ceremony is at 5:00. It's a free function. I don't know who will be there; they're still putting it all together. It's usually in front of the Club House. They are encouraging the public to come.

## **15. EXECUTIVE SESSION**

### **A. Pending Litigation, Tenant Matters**

A motion was made by Commissioner Simmons to go into Executive Session and to invite Executive Director Collins Commissioner Laborious seconded and the motion was duly approved. The Commissioners went into Executive Session at 8:05pm. Motion to come out of executive session at 8:57pm was made by Commissioner DeSousa and seconded by Commissioner Laborious, motion was duly approved. Commissioner DeSousa made motion to extend the Executive Assistant position to 30 hours per week to include sick time, vacation time, and holiday time as indicated in the employee policy book. Seconded by Commissioner Legassie In favor - J. Burnham, M. Simmons, M. DeSousa, B. LeBorious, and P. Legassie. Motion carried. Commissioner DeSousa made motion to allow the Executive Director to take the necessary steps to fill that position. Seconded by Commissioner Simmons. In favor - J. Burnham, M. Simmons, M. DeSousa, B. LeBorious, and P. Legassie. Motion carried.

## **ADJOURNMENT**

Motion to adjourn duly made and approved at 9:01p.m.

Respectfully submitted,  
Marisa Prior  
Recording Secretary

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Exhibit A

MR CHAIRMAN + BOARD MEMBERS

TENANT ASSOCIATION MEETING

WEDSDAY JULY 15, 2014

CALLED TO ORDER AT 10AM  
By CARMELA MILLS

THERE IS BASICALLY LITTLE  
TO ~~REPORT~~ ANYTHING TO REPORT  
THIS MONTH. AS THE CALENDAR  
YOU RECEIVE IN YOUR "PACKET"  
WE WILL BE HAVING OUR  
MONTHLY POTLUCK GATHERING  
ON FRIDAY JULY 25<sup>TH</sup> AT 5PM.  
AS ALWAYS ALL TENANTS ARE  
INVITED TO ATTEND.

THE MEETING WAS ADJOURNED  
AT 10:20 AM.

RESPECTFULLY SUBMITTED

CARMELA MILLS

PRESIDENT TENANT ASSOCIATION

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## EXHIBIT B

Resident Services Coordinator Report

June 2014

The June Park Hill calendar was provided to all residents and delivered to each tenant's apartment unit. A copy of such was posted to the community bulletin board located in the community room. The East Windsor Senior Center calendar and Nutrition Site menu was posted to the community bulletin board as well. Posted to the bulletin board for June was the calendar of free community programs offered through Eastern Connecticut Health Network (ECHN). Free Community education via lectures were held which included a lecture on "A Celebration of Life"-National Cancer Survivor's Day ", "Managing Shoulder Pain", and "New Advances in the Treatment of Neck and Back Pain ". Greater Hartford and Memory Care Center sponsor a lecture on "Pathways to Excellence in Person-Centered Care of People with Dementia". The speaker was Melanie Bunn, RN a nationally recognized speaker for caregivers of persons with dementia and other related disorders. The presentation was held at Merlot on the Water in Broad Brook and was offered free for any attendee. The intention of the distribution of information of on-going town events and activities of interest each month is to assist our clientele in the quest to be aware of programs and services available to them for little to no cost, and to assist our tenants to remain active and independent as possible.

A reminder to residents to have their dog license issued/renewed during the month of June at the Town Clerk's office was placed on the monthly calendar.

All regularly scheduled programs and activities continue and are being enjoyed by our tenants and we are continuing to see increased activity on the complex with the warmer weather. A Safety presentation was held on June 4 with E.W. Police Chief DeMarco. Approximately 12 tenants were in attendance. Questions on police practices and procedures were addressed and clarified. The tenants in attendance would like to see more of a police presence on the complex. Towards this end, on June 16<sup>th</sup> I had the opportunity to meet with East Windsor Police Officer Derek Leab. He will be patrolling Park Hill more routinely and walking the complex introducing himself and becoming acquainted with the residents. Future talks were desired by those in attendance and possible topics for another presentation on "Identify Theft" was touched upon as well as scheduling a tour of the police station. We look forward to the continued good relations with our local police force.

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On June 24, 2014 the Time Capsule for Park Hill was buried to be reopened in the year 2039. The tenants gathered around the time capsule with excitement over this activity.

The Mobile Foodshare schedule of visits for the summer months (June, July, August and September) were obtained and posted. The Mobile pantry program provides primarily fresh fruits and vegetables to individuals and families in need. It is held at St Catherine's Church parking lot, held twice a month. The location of this distribution makes it very accessible and convenient for our residents at Park Hill. As a helpful reminder, these dates will be incorporated into Park Hill's monthly calendar.

For the month of June, 16 households requested and were issued a Food Shelf Letter serving 20 tenants of Park Hill. The Five Corner Cupboard is the only food pantry in East Windsor and available for needy residents. Recipients of East Windsor are by referral only and vouchers must be obtained by the Human Services department. Records show that in November of 2009 Park Hill personnel began providing food shelf letters to the tenants of Park Hill as a courtesy and convenience for Park Hill tenants.

The Free Haircutting Service (cut and shampoo) was held on June 23 as scheduled with all appointment times filled. Tenants look forward to and enjoy this free service provided to them under the grantee monies previously secured for this purpose.

The Town of East Windsor Human Services continues to be taking applications for the State of Connecticut Renter's Rebate Program and our residents and requests for rent verification letters are being provided to tenants as requested. This program provides a one-time yearly payment to renters based on income, rent, and utilities that were paid from the previous year. I was able to meet the new Director of Social Services briefly on June 10. I will invite her to our coffee hour in the upcoming months for an informal gathering to meet the residents of Park Hill.

The date of the fall Flu Clinic has been selected and secured for Tuesday, October 14, 2014 and will be held in our community room.

I walk the complex daily, meet with tenants regularly, monitored services, and provide information and referral services as needed.

Respectfully,

Laura J. Clynch

## EXHIBIT C

### **EAST WINDSOR HOUSING AUTHORITY**

#### **Executive Director's Report**

**July 2014**

#### **Projects-**

**Sanitary Survey Compliance Status** - An inspection of our water system was conducted in the fall of 2013 by the State of Connecticut Department of Public Health. The report indicates that the storage water tank needs to be inspected and cleaned. The work is scheduled to be done on Thursday, July 24<sup>th</sup>. It is anticipated that the entire cleaning will take approximately four hours. There may be some interruption of water available to the apartments. The residents will be notified and as a precaution, the Laundry Rooms will be closed. A tanker truck will provide water to the system while the work is being completed.

**Power Washing**- Maintenance has started power washing the sides of the buildings. This project will most likely take several weeks.

**Security Camera System**- I received two quotes to install a more efficient security camera system to monitor the parking areas. The range is from \$2,000 to \$10,000; depending on the sophistication of the hardware; i.e. using a DVR player or upgrading to a computerized system. I am researching if there are State or Federal funds available for this expense.

#### **Other Matters-**

The annual PILOT payment of \$20,920 has been paid to the Town of East Windsor. \$2,374 is escrowed monthly towards the projected annual payment.

On Saturday, June 21<sup>st</sup> Marisa and I attended the statewide emergency drill and training held at the East Windsor Emergency Management Center. Several town departments participated and we had an opportunity to share

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anticipated concerns when preparing for an emergency such as a hurricane. Should there be an actual forecasted storm, all departments, including Park Hill will be asked to attend an emergency meeting to review the plan of action.

On behalf of the police department, Chief DeMarco donated a computer to the Park Hill residents. Also many thanks to Commissioner DeSousa for donating a computer desk. The computer will be available for the residents to use in the Community Room.

The "Suggestion Box" that Commissioner Burnham constructed for the Park Hill residents is currently being decorated by one of our residents, Raymond Wolak who has graciously offered his artistic talents once again.

Blaine Simpkins the Broad Brood Fire Marshall confirmed that installing a hook and eye lock on the back screen door (only) is permissible and within their guidelines. No locking device is allowed on the front screen door.

**Vacancies:**

We are currently at 100% occupancy.

**Resident Issues:**

There continues to be one pending legal issue. It is anticipated that there will be a resolution within the next two weeks.

**State Sponsored Funding Opportunities**

On July 10th I attended training on financing affordable rental housing using tax exempt financing available through various state resources including the Connecticut Housing Finance Authority and the Department of Housing and Economic Opportunity. Funding options for capital improvements, expansion and rental assistance programs can be utilized in conjunction with the low income housing tax exempt credit housing program.

On July 28<sup>th</sup> I will be meeting with the First Selectman to discuss funding opportunities for specific improvements at Park Hill through the Community Block Grant Program. This program is sponsored by the State of Connecticut and gives cities and towns an opportunity to apply for grant money that would benefit the needs of the residents and their community.

Respectfully Submitted,

*Linda Collins*

Executive Director