

**EAST WINDSOR HOUSING AUTHORITY REGULAR MEETING
DECEMBER 15, 2014 MINUTES**

1. CALL TO ORDER AND ATTENDANCE

The meeting was called to order at 7:00 p.m. by Chairman Burnham, Commissioners DeSousa, LeBoriosis, Chamenko, and Legassie were present along with Executive Director Linda Collins. Commissioner Burnham welcomed our new commissioner Alexandra Chamenko. Commissioner Chamenko gave a brief description of her background and current position.

2. ADDED AGENDA ITEMS

Motion made by Commissioner Burnham to add Assistant Treasurer Position to New Business as item 13A and Loan payoff of company truck to New Business as item 13B.
Both motions carried unanimously.

3. MEETING MINUTES:

The minutes of the Meeting of November 17, 2014 were reviewed by all Commissioners present. Commissioner DeSousa made motion to accept the minutes of the Regular Meeting of November 17, 2014 with the following changes:
Under The RSC Quarterly Report, Commissioner LeBoriosis requested we look at a template to be used instead of the hand written format currently being used.
Motion was 2nd by Commissioner LeBoriosis. In favor - Commissioners LeBoriosis, DeSousa, Legassie, Burnham. Abstained – Commissioner Chamenko. Motion passed.

4. PUBLIC COMMENT – None

5. LEGISLATIVE BILLS AND COMMUNICATIONS - None

6. FINANCIAL REPORTS – November 2014

Motion made to acknowledge financials, motion carried

7. REPORT OF THE FIRST SELECTMAN – None

8. REPORT OF THE TENANT ASSOCIATION – C. Mills

Ms. Mills reported that the by-laws were being reviewed by a representative from the state. She came back today with recommendation that we will be reviewing. We are to have another meeting with her to finalize. If everything is ok the Executive Director will get a copy and we will distribute to all residents to look at, go over, suggest and hopefully within that month pass and approve what we have as by-laws. We will be having a potluck supper on January 30th and a Valentine's Day Party on February 14th. All residents will be invited to both events.

9. REPORT OF THE RSC

Hereto attached as Exhibit A

10. REPORT OF THE EXECUTIVE DIRECTOR

Hereto attached as Exhibit B

11. POLICIES AND PROCEDURE – None

12. OLD BUSINESS

Mission Statement – Commissioner DeSousa will get it to all the commissioners.

13. NEW BUSINESS –

**EAST WINDSOR HOUSING AUTHORITY REGULAR MEETING
DECEMBER 15, 2014 MINUTES**

- A. Assistant Treasurer Position – Tabled
- B. Loan pay off of company truck - Tabled

14. Public Comment

Viola A #25 – I have a problem getting in to my house with my walker. I have to go off my sidewalk, there is a drop and I've almost fallen. I was wondering if when we do the sidewalks over will we widen the sidewalks.

Executive Director said that we can repair that before the sidewalks get done.

Richard R. #51 – It's been several years the light bulb on the top of the hill here, the street lamp up on has been out.

A work order will be put in for that.

Kathy Pippin Woolam Rd – I'm just curious, the CIP for the cameras, if you have a 5 year plan you don't need a municipality for that right?

Commissioner Burnham stated it has been a terrific year, we've made good strides. He opened the suggestion box and read the suggestion in it. "Please remember to keep your TV at low levels especially at night when neighbors are sleeping."

15. Executive Session

A. Personnel Matter

B. Tenant Matter

Motion made at 7:40pm by Commissioner DeSousa to go into Executive Session to discuss Personnel Matter and Tenant Matter to include Executive Director Collins, 2nd by Commissioner LeBoriorous – Motion Carried. Session actually started at 7:55p.m. to allow the room to empty out and to extend holiday greetings to each other.

Motion made by Commissioner Legassie to deny authorization by the Executive Director to go against the housing policy regarding the Pet Policy where an exception for reasonable accommodation was requested by a tenant to have a 100 lb. dog stay occasionally in the apartment – 2nd by Commissioner Chamenko – Motion Carried

Motion made by Commissioner LeBoriorous to approve the request made for reasonable accommodation regarding a tub conversion for tenant with disability – 2nd by Commissioner Legassie – Motion Carried to allow the Executive Director to take whatever steps she deems appropriate and fiscally sound.

Motion made by Commissioner Burnham to come out of executive session at 8:35p.m. – 2nd by Commissioner Legassie – Motion Carried

ADJOURNMENT

Motion to adjourn duly made and approved at 8:37p.m.

Respectfully submitted,

Marisa Prior

Recording Secretary

Exhibit A

Resident Services Coordinator Report

November 2014

The East Windsor Housing Authority calendar was prepared and published for the month and delivered to each tenant's household. Additionally, informational postings of interest were placed to the Community bulletin boards. This included the current Senior Center and Human Service calendar; local community events and the calendar of Free Community Educational program offerings by Eastern Connecticut Health Network for the month.

As the weather is becoming increasingly cooler, we are seeing an increase in the usage of the community hall being utilized by residents throughout the day and the evening hours. Activities have included card games, Wii bowling, watching television and the utilization of pool table.

The Energy Assistance Season kicked off beginning October 6 and will continue through April of 2015. This program helps households with low-moderate income to receive help paying for utility or fuel bills. Eligibility is based on household size, income and assets. Last year I was able to arrange on-site outreach services for processing applications for Energy Assistance by our town's human service staff. The provision of a designated work space and Wi-Fi access that is now available in the community room, allowed for this program offering resuming. I will, once again, approach our town Human Services department with our expressed continued interest for this outreach service. Our residents may also choose to go directly to the Human Service office for an Energy Intake appointment or attend the outreach assistance that will be made available at the local Senior Center.

Twenty-one Food Shelf /Food Pantry vouchers were issued during the month of October, serving twenty five residents. All residents were informed of the dates and time of the Bi-Monthly Mobile Foodshare Program held at St. Catherine's church parking lot and provided the dates and time of Pauline's Stock Pot Kitchen dinner's held Bi-Monthly at Wesley United Church.

Community individuals and groups have been preparing for the upcoming 2014 Holiday Season (Thanksgiving and Christmas) Food basket Program. Foodshare, The Five-Corner Cupboard, the local Visiting Nurse Association, as well as the Town Human Services Department come together to provide food to those in need. For convenience, application forms were made available during the

**EAST WINDSOR HOUSING AUTHORITY REGULAR MEETING
DECEMBER 15, 2014 MINUTES**

last week of October and placed in our community room. The deadline to participate in the 2014 Holiday Season (Thanksgiving and Christmas) Food basket Program is November 6, 2014. This information was publicized to our residents and assistance was provided to approximately fifteen residents who had not completed the multi-paged application in full.

With available grant monies secured through the Department of Economic Development, I was assigned the task of arranging an exercise program on-site for our residents. The planning stages have begun and an instructor has been secured. This activity has been publicized and a sign-up sheet has been posted. We look forward to this added program offering for all our residents of Park Hill in the upcoming month of November free of charge.

The computer and printer continue to be made available for residents in the community room and secured in my office.

Respectfully,

Laura J. Clynch

Laura J. Clynch

Exhibit B

EAST WINDSOR HOUSING AUTHORITY

Executive Director's Report

December 2014

Management-

The annual audit is almost completed. I will be meeting with the auditors this week to discuss questions that I have regarding specific line items on the financial statements and review any concerns and or questions the auditors may have in order to complete their report.

The Park Hill Maintenance Supervisor attended a two day OSHA, (Occupational Safety and Health Administration) training sponsored by ARS Restoration Specialists. I have asked him to write a report assessing our compliance status with OSHA standards.

Projects-

Small Cities Grant

I met with the First Selectman to discuss the application process for the Small Cities Grant Program through the state that provides funding for capital improvements that will benefit the residents. And, on January 26th I will be attending a Department of Housing workshop that will review in detail the requirements for applying for this grant.

Side walk repair

The sidewalk ramp for wheel chair accessibility in front of apartment #34 needed to be repaired. It was too steep and one of our residents fell twice with her walker. Dereck Construction provided the most reasonable price and made the necessary repairs for \$925.

Other Matters-

Non Profit Status

On Friday, December 12th, I am meeting with the former Director of Project Genesis, a job development agency for people with developmental disabilities located in Willimantic. She is very familiar with the 501c3 application process. After our meeting on Friday, we can better determine the parameters of additional assistance.

**EAST WINDSOR HOUSING AUTHORITY REGULAR MEETING
DECEMBER 15, 2014 MINUTES**

Community Service

In my report last month, I mentioned that the Juvenile Review Board for East Windsor has contacted the Authority requesting that we would consider having local students complete community service hours at Park Hill. I have since contacted other Housing Authorities and basically the feedback is that our insurance company would be able to direct us with the required coverage. According to our insurance company, we would need to have worker's compensation coverage that would be an additional cost to the Housing Authority. If we had a "rider" with our liability insurance the fee would be \$100 per year. We are waiting to hear back from our Worker's Compensation insurance company for a comparable cost.

Vacancies

We continue to be at 100% occupancy with no pending move outs.

Unemployment Issue

Per the Connecticut Labor Department, the appeal date for an unemployment claim filed by a former employee is anticipated to be scheduled within the next couple of months.

Respectfully Submitted,

Linda Collins

Executive Director