

EAST WINDSOR HOUSING AUTHORITY REGULAR MEETING
MARCH 16, 2015 MINUTES

1. CALL TO ORDER AND ATTENDANCE

The meeting was called to order at 7:00 p.m. by Chairman Burnham, Commissioners DeSousa, Chamenko, and Legassie were present along with Executive Director Linda Collins. Commissioner LeBorious was absent.

2. ADDED AGENDA ITEMS - None

3. MEETING MINUTES:

The minutes of the Regular Meeting of February 17, 2015 were reviewed by all Commissioners present. Commissioner Legassie made motion to accept the minutes of the Regular Meeting of February 17, 2015 with the correction to item 10 – Report of the Executive Director. The motion made was to allow Executive Director Collins to spend up to \$20,000.00 in pre-development cost to obtain a Small Cities Grant. Motion was 2nd by Commissioner Chamenko. All members in favor. Motion carried

The minutes of the Special Meeting of February 24, 2015 were reviewed by all Commissioners present. Commissioner Legassie made motion to accept the minutes of the Special Meeting of February 24, 2015 with the clarification to item 4 – Proposed Rent Increase. Commissioner Legassie abstained from voting due to a conflict of interest. Motion was 2nd by Commissioner Chamenko. All members in favor. Motion carried

4. PUBLIC COMMENT – None

5. LEGISLATIVE BILLS AND COMMUNICATIONS

Commissioner DeSousa shared an email she sent to State Senator Catherine Osten regarding Housing Authority Bills H.B. 6132 and 6694

6. FINANCIAL REPORTS – February 2015

Motion made to acknowledge financials, motion carried

7. REPORT OF THE FIRST SELECTMAN – D. Menard

First Selectman Menard discussed the Small Cities Grant and reminded everyone of the Public Meeting being held on Tuesday evening at 6:00pm at the town hall. The Reservoir Ave property is with the town attorney and in the process of getting it moved to an official ownership of the housing authority. First Selectman Menard will look into the taxes that will be assessed to the 7 acres of property. A management agreement regarding the South Road Project was distributed. First Selectman Menard did review it briefly. It was decided that a special meeting would be set up to discuss it thoroughly.

8. REPORT OF THE TENANT ASSOCIATION – None

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

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12. OLD BUSINESS

- A. 7 Acres * - Discussed during the Report of the First Selectman
- B. South Rd Project * - Discussed during the Report of the First Selectman
- C. PILOT *- Commissioner DeSousa, along with Commissioner LeBorious and Executive Director Collins will be meeting with First Selectman Menard to discuss the PILOT program.

13. NEW BUSINESS - None

14. Public Comment –

Alice #4 – Heat rises and they put the heater cooler up to the ceiling. I paid \$250.00 for my electric bill. I just can't afford it.

Janice #26 – I think these floor board heaters are so old.

Pauline #15 – Those base heaters are from 1974, they are not energy efficient. In the winter when it has been as cold as it has been, the heater pumps can't keep up with it.

David #18 – I used the heat pump and I didn't use the base board during the month of February and my bill was \$250.00.

Sandy#39 – Isn't there a way we can all get a break since we all have to use Eversource, a lower rate?

David #18 – Can we get a rep from Mitsubishi to come in and give us some pamphlets and booklets and maybe get some instruction on how to efficiently run the units.

Commissioner DeSousa – It goes beyond the individuals in this room and the individuals have given us information and I have to believe that all of our 84 units have to be problematic to some extent. I would send out the pamphlets and have someone look and check the efficiently and see if we are getting what we should.

Sandy#39 – Last winter Darrell said to me that the heat pumps only work when it to 30 degrees, if it gets colder, than we have to use the baseboards.

Commissioner Burnham opened the suggestion box. There were two suggestions for this month –

1. Why can't a deal be made with the town to help with snow removal?
2. Why isn't the leaking roof near the pool table not fixed yet?

15. Executive Session

ADJOURNMENT

Motion to adjourn at 7:55pm made by Commissioner Legassie and seconded by Commissioner Chamenko. Motion approved.

Respectfully submitted,

Marisa Prior
Recording Secretary

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Exhibit A

Resident Services Coordinator Report

March 2014

Current informational flyers, calendars and updates were obtained and posted to the community bulletin board for the tenant's perusal. Residents were issued a monthly calendar to assist tenants to keep informed of programs and to avail themselves of service offerings. In-house activities were well attended. The tenants are running the weekly coffee social and bingo without reported problems. Assistance with the set-up of these programs is provided as needed.

Of highlight for tenants during the month of March were the St. Patrick's Day dinner held on March 14, with 38 residents participating, as well as a free educational seminar program entitled, "File of Life" (formerly referred to as The File of Life"). The Chief of the East Windsor Ambulance Association greeted tenants, outlined the service, and provided a free magnetic File of Life packet to each tenant in attendance. The File of Life card enables ambulance personnel to obtain a quick medical history which lists the patient's name, emergency medical contacts, insurance policy and health problems, medications and dosages, known allergies, current doctors name(s), etc... when the patient is unable to offer one, or in a frighten state, and may forget to mention something important. Ten tenants took part of this event held in the community hall on March 12.

Eighteen food pantry letters were requested and issued this month. This is a notable increase for this request of six letters requested from the previous year at this time. Tenants are aware of and utilize the local Foodshare Program held twice a month to supplement their groceries needs.

Tenants who are enrolled in the State of CT Supplemental Nutrition Program (SNAP benefits) remain frustrated with the length of call-waiting time when receiving assistance by phone. This program, in particular, has plagued by this. The State is aware of the problem and is working toward improvements. Recipients of this benefit program are being encouraged to electronically file their paperwork and use the state website to assist them with answering questions of concern.

In line with promoting self-sufficiency of our residents, I have taught several residents how to use the copier machine located in the community room.

Home visits were scheduled throughout the month and their files were updated as necessary.

A tenant was placed under Protective Services and assigned a caseworker. A discussion on the need to have a Conservator assigned for this was explored. The State caseworker made a couple of home visits with the person and provided the tenant with information and referral services. The State decided that a Conservator was not needed and have since closed this case. Additionally, the Town of East Windsor Human Services Department staff was notified of this tenant in need.

I have had several meetings with Kim Wagner-Nation from TouchPoints@Chestnut in regard to developing a free community Health and Wellness Forum in the upcoming month of April 2014 at the community hall.

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In compliance with the State requirements for continued funding for the Resident Services Coordinator Program, the quarterly report for quarter ending March 31, 2014 for the Resident Services Coordinator Program was completed and filed with the state.

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

Respectfully,

Laura J. Clynch

Exhibit B

EAST WINDSOR HOUSING AUTHORITY

Executive Director's Report

March 2015

Management-

As the result of numerous snow storms this winter, the maintenance staff spent most of their time removing snow and overseeing seasonal workers. The East Windsor Department of Public Safety has been extremely timely and responsive with plowing and sanding the main road throughout the complex and relocating piles of snow.

Due to the severe weather and ice buildup on the roofs, the Park Hill Community Hall has evidence of leaks in two areas of the building. The insurance company has been here to assess the damage.

We also had two unit heat pumps that stopped working as the result of a buildup of ice inside the unit. Maintenance was able to deice one of the units; however the other unit needed to be repaired by Nutmeg Mechanical.

Projects-

Small Cities Grant

The Housing Authority has decided to proceed with applying for funds to upgrade the fire alarm system in each building and ADA upgrades to each of the three laundry rooms. The application is currently being processed in collaboration with Wagner Associates for technical assistance. The required environmental study has been completed with no findings.

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CL&P Energy Efficiency Upgrades

CL&P will be submitting a revised agreement with updated timelines for upgrades to our parking lot pole lights and apartment exterior and interior light fixtures. In the meantime, they have repaired one of five pole lights that have not been working. Due to the snow they were not able to access the remaining four. Once the base of the poles is clear of snow they will return and complete the repairs.

Other Matters-

Vacancies

We currently have three vacancies. Two efficiencies and one one bedroom. Since last month one household living in an efficiency relocated to a one bedroom. This transfer was previously approved. Due to our maintenance staff having to do continuous snow removal, I hired a contractor to paint and clean one of the vacancies in order to expedite turnover. The next vacant efficiency is scheduled to be occupied the week of 3/16/2015.

Reimbursement

The Housing Authority received a check from the Internal Revenue Service in the amount of \$835.81. This is a reimbursement for payroll taxes that was inadvertently paid by our previous payroll service during the transition to our current payroll company.

Respectfully Submitted,

Linda Collins

Executive Director