

**EAST WINDSOR HOUSING AUTHORITY REGULAR MEETING  
APRIL 20, 2015 MINUTES**

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**1. CALL TO ORDER AND ATTENDANCE**

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

**2. ADDED AGENDA ITEMS –**

Commissioner Legassie made motion to add a letter under #5. Legislative Bills and Communications.

Commissioner Burnham would like to offer a trip to our residents to the East Windsor Historical Society to thank them for working on naming folks in a picture he had brought in a few months ago. Commissioner Burnham made motion to add three items to #13. New Business: 13C. Pavilion Roof, 13D. Fire Wood, and 13E. Dining Room Table. All motions duly approved.

**3. MEETING MINUTES:**

The minutes of the Regular Meeting of March 16, 2015 were reviewed by all Commissioners present. Commissioner DeSousa made motion to accept the minutes of the Regular Meeting of March 16, 2015. Motion was 2<sup>nd</sup> by Commissioner Chamenko. All members in favor. Motion carried

The minutes of the Special Meeting of March 24, 2015 were reviewed by all Commissioners present. Commissioner LeBorious made motion to accept the minutes of the Special Meeting of March 24, 2015 Motion was 2<sup>nd</sup> by Commissioner Chamenko. Commissioner Legassie abstained due to not being at the meeting, all others in favor. Motion carried.

**4. PUBLIC COMMENT – None**

**5. LEGISLATIVE BILLS AND COMMUNICATIONS**

Commissioner Legassie presented her letter of resignation to Commissioner Burnham. Motion made by Commissioner Burnham and 2<sup>nd</sup> by Commissioner LeBorious to accept with regret, the resignation of Commissioner Legassie effective April 24, 2015.

**6. FINANCIAL REPORTS – March 2015**

Motion made to acknowledge financials, motion carried

**7. REPORT OF THE FIRST SELECTMAN – None**

**8. REPORT OF THE TENANT ASSOCIATION – Laverne Calsetta**

We had our Tenant Assoc. meeting on April 14<sup>th</sup>. We had a meeting with Kim from the State. We discussed our new By-laws that we have in place. The main thing we talked about was the process for the nominations. There was five nominees, one for every aspect. There was one for president, one for vise-president, one for secretary, one for treasure, and one for member at large. We did discuss a pot luck which we are going to have on April 24<sup>th</sup> at 5:00pm.

Laverne asked for a copy of the ESHA By-Laws. Executive Director Collins will get the By-laws and a copy of Roberts Rules to Laverne. Commissioner DeSousa asked who the nominees were:

Pres – Viola A., Vise – Pres – Carmella M, Sec. – Laverne C., Treasurer – Jeanne S., and Member at Large – Sharleen C.

**9. REPORT OF THE RSC**

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Hereto attached as Exhibit A

**10. REPORT OF THE EXECUTIVE DIRECTOR**

Hereto attached as Exhibit B

**11. POLICIES AND PROCEDURE – None**

**12. OLD BUSINESS**

A. 7 Acres \*

B. South Rd Project \*

C. PILOT \*

D. Proposed Rent Increase –

Executive Director Collins discussed CHFA's recommendation to increase the percentage to 31% and increase the base rent by \$20.00 per month.

Commissioner DeSousa made motion to accept the recommendation from Executive Director Collins and CHFA to increase the base rent by \$20.00 and increase the percentage to 30% effective July 1, 2015. Commissioner LeBorious 2<sup>nd</sup> the motion. Tenant Commissioner Legassie abstained from voting due to a conflict of interest, all others in favor. Motion passed.

**13. NEW BUSINESS**

A. Annual Calendar of Commissioner Meetings –

The Annual Calendar of meeting dates was presented and Commissioner DeSousa made motion to accept as presented. Commissioner Chamenko 2<sup>nd</sup> motion. All in favor – motion carried.

B. Election of Officers –

Commissioner DeSousa made motion to have officers to stay as they are. Commissioner Chamenko 2<sup>nd</sup> the motion. All in favor – motion carried.

C. Pavilion Roof – Commissioner Burnham asked Dale Nelson, President of the Rotary Club, to speak on this subject. The Rotary club asked Mr. Burnham to submit a quote to replace the roof. He presented one of \$3000.00 to the Rotary Club and they are raising the money to have the work done. On June 14<sup>th</sup>, Flag Day, they would like to invite the residents of Park Hill to join the Rotarians for a cook out and dedication of the pavilion. The pavilion will be dedicated to George Haines.

D. Fire Wood – Commissioner Burnham would like to drop off wood behind the pavilion. It will be split and covered and available for our use.

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- E. Dining Room Table – Commissioner Burnham asked if we wanted a long dining room table with four chairs. At this time Park Hill will not be needing the table and chairs.

**14. Public Comment –**

Sharleen C. #57 – The reason we want round tables in here is because we have a lot of people in wheel chairs and walkers. It's hard to get around these tables. If we had round tables it would be easier to get around.

Commissioner Legassie would like 6 round table that seat 10 people each. Commissioner Burnham would like to quotes presented at the next meeting.

**15. Executive Session - None**

**ADJOURNMENT**

Motion to adjourn at 7:50pm made by Commissioner Legassie and seconded by Commissioner Chamenko. Motion approved.

Respectfully submitted,

Marisa Prior  
Recording Secretary

## ***EXHIBIT A***

### ***Resident Services Coordinator Report Month of March 2015***

#### ***East Windsor Housing Authority Calendar***

The monthly calendar for April was prepared, published and posted to the community boards. A copy was delivered to each tenant's household.

#### ***Community Based Services /Programs and Activities***

During the month of March, seven residents participated in the free monthly health and wellness screenings offered by the Visiting Nurse Association.

Local assistance for the AARP free Tax-Aide Program Service has been included in the publication of our monthly calendar as a convenience for residents who continue to file taxes. Energy Assistance Season is coming to a close as of May 1. Our residents appreciated the ease and convenience of the on-site application process provided by a staff member of the East Windsor Human Services Department in Park Hill's community room.

#### ***Upcoming Programs and Activities***

The date and time has been secured for an upcoming VNA educational presentation, entitled; "Heart Health" & Early Warning Signs of a Heart Attack" and has been scheduled for April 27. A flyer has been posted to the community board and is open to all residents free of charge.

#### ***Small City Grant Program***

I drafted and submitted a letter to Linda Collins, Executive Director of support for the efforts of the East Windsor Housing Authority's application for proposed upgrades and rehabilitation projects.

#### ***Services and Referrals***

Several tenants transferred housing units within the complex during March along with receiving a new resident. During the upcoming month of April, I will be making home visits to monitor and assess these transitions.

Ongoing, I continue to work with management/residents towards safety/housing compliance issues along with monitoring the status of in-home services for tenants of concern.

Respectfully,  
*Laura Clynch, RSC*  
Laura Clynch, RSC

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***EXHIBIT B***

**EAST WINDSOR HOUSING AUTHORITY**

**Executive Director's Report**

**April 2015**

**Management-**

As the result of the severe weather and ice buildup on the roofs, the Park Hill Community Hall had several roof leaks in two areas of the building. An insurance claim was filed and the replacement cost reimbursement totaled. \$7,502.58. Minus the deductible of \$2,500, we received \$5,002.58 for the repairs. I will be seeking three bids.

On Friday, April 10<sup>th</sup> two representatgives from Nutmeg Mechanical met with the residents to give an over view on how to operate the wall heating /ac units in the apartments. It was a very helpful presentation to review in particular how to achieve the most from the unit while decreasing the amount of energy that of course is a concern. Eleven residents in addition to our staff attended.

**Projects-**

**Small Cities Grant**

The application for the Small Cites Grant has been submitted by Wagner Associates on behalf of the Town of East Windsor and the Housing Authority. We are hopeful that the funds will be approved to upgrade the Fire Alarm System and ADA upgrades to the Laundry Rooms. There is no scheduled time frame when notification of approval will be issued. History shows that it most likely will be in October of 2015 that we will receive an answer.

**Northeast Energy Efficiency Upgrades**

Northeast Utilities recently contacted me regarding their proposed agreement to replace the Park Hill exterior and interior lighting light fixtures with more energy efficient lights. In addition to upgrading the light fixtures they are also incorporating a weatherization program for each apartment. Ten apartments were inspected this week by a private contractor hired by Northeast Utilities to "test" for air leaks. Windows and doors were caulked as necessary. Light bulbs were replaced with high energy efficiency bulbs. A report will be submitted to Northeast Utilities with the estimated cost to

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weatherize the remaining apartments. It is anticipated that the program will continue during the month of May.

**Annual Apartment Inspections**

Beginning the week of April 27<sup>th</sup>, I will be conducting annual apartment inspections. The residents will be notified of my schedule and a description of what I will actually be accessing when I am inspecting the apartments.

**Other Matters-**

**Rent Increase**

In response to our proposed rent increase, the Connecticut Housing Finance Authority is recommending an increase of \$20.00 to the base rent and the percentage from 30% to 31%. I met with the residents on March 31st and explained that this recommendation is the result of a review of the resident's current income and monthly rent. The analysis indicated that the anticipated increase would be the most equitable. I agree and therefore I am recommending that the Board of Commissioners propose this increase.

**Reimbursement for RSC Grant:**

As the result of our audit for 2013-2014 it was determined that we needed to reimburse the Department of Economic Community Development a total of \$9,084 for RSC grant money that was not intentionally expensed due to a change of staffing and RSC hours that were not utilized. I recently confirmed with our auditor that this amount was correct and that all accounts were reconciled and there were no monies owed back to the Housing Authority.

**Vacancies**

We currently have one vacancy. This efficiency is scheduled to be rented the week of April 20<sup>th</sup>. There is one pending move out scheduled for May 1<sup>st</sup>.

Respectfully Submitted,

*Linda Collins*

Executive Director