

**EAST WINDSOR HOUSING AUTHORITY REGULAR MEETING
JUNE 15, 2015 MINUTES**

1. CALL TO ORDER AND ATTENDANCE

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

Due to a lack of quorum, the meeting was turned into an informational meeting.

2. ADDED AGENDA ITEMS – None

**3. MEETING MINUTES – Regular Meeting May 18, 2015 – Not Discussed
Special Meeting May 27, 2015 – Not Discussed**

4. PUBLIC COMMENT –

Kathy Pippin, 37 Woolam Rd – I heard there was a very special lady running for the board.

5. LEGISLATIVE BILLS AND COMMUNICATIONS - None

6. FINANCIAL REPORTS – May 2015 – Not Discussed

7. REPORT OF THE FIRST SELECTMAN – Not Discussed

8. REPORT OF THE TENANT ASSOCIATION – Carmela Mills

Meeting was held on Tuesday June 9th at 10:00am. The purpose of the meeting was to discuss the Tenant Association and the Tenant Commissioner elections. The floor was turned over to Linda our Executive Director. She gave a wonderful report as to what direction both of these events should take concerning ballots and voting. There will be a Meet & Greet on this Thursday in this room to meet both of the people running for Tenant Commissioner. Everyone resident is invited. I hope they do come and show interest. The meeting was quick and over at 10:24am. Thank you

9. REPORT OF THE RSC – Not Discussed

10. REPORT OF THE EXECUTIVE DIRECTOR

Hereto attached as Exhibit A

11. POLICIES AND PROCEDURE – None

12. OLD BUSINESS – Not Discussed

A. 7 Acres *

B. PILOT *

13. NEW BUSINESS – None

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14. Public Comment –

Viola #25 –A lot of us would have liked to have gone to the dedication yesterday but we couldn't because we can't go up the hill and because of no bathroom. We would have liked to have gone because we feel that things that are done here should be done for everyone and in this situation everyone couldn't do it. If there were port-a-potties, they do fit the wheelchairs.

Carmela #22 – I would like to get a start on Christmas. Last year we suggested that the boy scouts that come out and sing to us we were talking about having hot chocolate with them but tit was busy at that time. So maybe in the fall we can have an ice cream social with the kids. If we keep this in mind, maybe we can discuss this at a later date.

Commissioner Burnham shared Paul Anderson's phone number with Carmella.

Kathy Phippen 37 Woolam Rd – Just in defense of Port-A-Potties, because we do rent them, you can fit a handicap unit in them. They are very big and very roomy.

Suggestion Box –

All previous suggestions will be stored in the Executive Director's office.

1. Because we pay for our own electric bills, we should be able to install washers and dryers in our units.

15. Executive Session – Not Discussed

A. 2015/2016 Management Plan

ADJOURNMENT

Motion to adjourn at 7:35 pm duly made.

Respectfully submitted,

Marisa Prior
Recording Secretary

EXHIBIT A

EAST WINDSOR HOUSING AUTHORITY

Executive Director's Report

June 2015

Management-

Beginning July 1, 2015 the Housing Authority will be managing the low and moderate income housing development located at South and Phelps Road. The property is owned by the Town of East Windsor. A meeting at the Park Hill Community Hall is scheduled with the First Selectman for Thursday, June 18th at 7:30pm for the residents to meet the Housing Authority office staff and review our responsibilities.

Management will be hosting a "meet and greet" for the Tenant Commissioner candidates on Thursday, June 18th at 12:30pm. All the Park Hill residents have been invited and refreshments will be served. The ballots for the Tenant Commissioner are in the process of being distributed to all Park Hill residents. The Windsor North Central League of Women Voters will be counting the ballots on July 14th.

Projects-

Pavilion

Many thanks to Commissioner John Burnham and the Rotary Club for donating their time and materials to repair and replacing the shingles on the pavilion roof at Park Hill. The Pavilion was originally constructed in memory of George Haines, Jr, a former Rotary Club member. A rededication will take place on Sunday, June 14th at Park Hill.

Annual Inspections

The maintenance staff is completing several work orders as the result of the annual apartment inspections. There were no major concerns or issues.

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Power Washing

Power washing the buildings will continue once the worker orders for the inspections and the repairs on the vacant apartments are completed. There are three buildings that need to be completely power washed and five that still have sections to be finished.

Other Matters-

Direct Debit

The residents will now have the option to have their rent debited directly from their bank account. Ten residents have signed up at this time.

Policies and Procedures

I am recommending that the Policy for Storage and Storage Containers be amended to include that no storage containers be allowed either in the front or side of a residents' apartment and must only be located in the back next to the building.

Energy Efficient Upgrades

I recently received a revised agreement from Eversource for energy efficient upgrades at Park Hill that will include: 1) Upgrade to high efficiency lighting in the apartments. 2) Upgrade to high efficiency exterior lighting, includes the light poles, front and back entrances to the apartments. 3) Weatherization (air sealing) in the apartments 4) Water saving measures that include, reduce flow shower heads and replace existing aerators with new reduced flow units. There is no cost to the Housing authority.

Grant Application

CHFA (Connecticut Housing Finance Authority) has announced that there is funding available for small capital improvements/cosmetic repairs. The residents have expressed an interest in having a hair stylist come to Park Hill for haircuts, purchasing new Bingo equipment, exercise classes and raised gardens. The application is currently being completed and will be submitted no later than the end of June.

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Washers and Dryers

The washers and dryers have been reset back to \$1.25 from \$1.50. I contacted MacGray, our Vendor and questioned why the increase without receiving any notification. They agreed that it was an internal communication problem. I am researching other commercial Laundry vendors for quotes including the installation of a change machine.

Vacancies

We currently have three vacancies, 1 one bedroom and 2 efficiencies. We have depleted our one bedroom waiting list for two people. I have contacted other local Housing Authorities and have reached out to agencies listed on our Affirmative Fair Housing Marketing Plan. The East Windsor Human Services Department was contacted as well. We are also advertising in local publications such as the Journal Inquirer. According to State guidelines, if our marketing is not successful to attract applicants for our one bedroom vacancy, we can then rent the apartment to an individual on our efficiency waiting list.

Respectfully Submitted,

Linda Collins

Executive Director